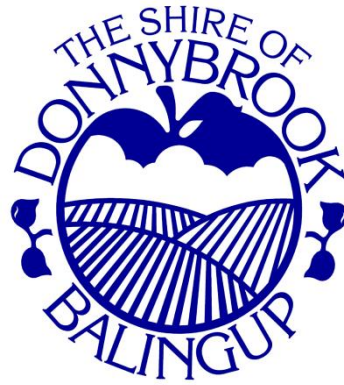




ATTACHMENTS

Ordinary Council Meeting – 24 February 2020

- 7.1 Minutes Ordinary Council Meeting 16 December 2020
- 7.2 Minutes Special Council Meeting 22 December 2020
- 7.3 Minutes Special Council Meeting 20 January 2021
- 7.4 Minutes Annual General Meeting of Electors 20 January 2021
- 7.5 Minutes Special Council Meeting 27 January 2021
- 7.6 Minutes Audit and Risk Management Committee 28 January 2021
- 8.1(1) LG Review Recommendations and Shire Comment
- 8.2(1) Summary of the Office of Audit General Findings by Report
- 8.3(1) Findings Identified During the Interim Audit Update to Jan 2021
- 8.4(1) Full Compliance Audit Report 2020
- 9.1.1(1) Schedule of Comments
- 9.2.1(1) Schedule of Accounts Paid
- 9.2.2(1) Monthly Financial Report – December 2020
- 9.2.3(1) Monthly Financial Report – January 2021
- 9.2.5(1) Facility Reporting Q2 20-21 Tuia Lodge
- 9.3.2(1) Correspondence from WAEC
- 9.3.3(1) Commercial Lease Policy – Draft
- 9.3.4(1) Correspondence from the RSL Donnybrook Sub Branch
- 9.34(2) Response to RSL Donnybrook Sub Branch from the CEO
- 9.3.4(3) Further response from the RSL Donnybrook Sub Branch
- 9.3.5(1) Draft Complaint Form



**MINUTES OF ORDINARY COUNCIL MEETING
DECEMBER 2020**

Held on

Wednesday 16 December 2020

Commencing at 5.00pm

Shire of Donnybrook Balingup Council Chambers, Donnybrook

A handwritten signature in black ink, appearing to read "BGR" followed by a flourish.

**Ben Rose
Chief Executive Officer**

17 December 2020

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SHIRE OF DONNYBROOK BALINGUP
MINUTES OF ORDINARY COUNCIL MEETING

To be held at the Council Chambers
Wednesday 16 December 2020 at 5.00pm

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Shire President – Acknowledgment of Country

The Shire President acknowledged the traditional custodians of the land, the Wardandi People of the Noongar Nation, paying respects to Elders, past and present and emerging.

The Shire President declared the meeting open and welcome the public gallery at 5pm.

Shire President - Public Notification of Recording of Meetings

The Shire President advised that the meeting is being digitally recorded to assist with minute taking in accordance with Council Policy 1.25. The Shire President further stated the following:

If you do not give permission for your participation to be recorded, please indicate this at the meeting. Members are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the Chairperson.

2 ATTENDANCE

MEMBERS PRESENT

COUNCILLORS	STAFF
Cr Brian Piesse (President)	Ben Rose – Chief Executive Officer
Cr Jackie Massey (Deputy President)	Steve Potter – Executive Manager Operations
Cr Shane Atherton	Paul Breman – Executive Manager Corporate and Community
Cr Anita Lindemann	Jaimee Earl – Administration Officer(Minutes)
Cr Anne Mitchell	
Cr Chaz Newman	
Cr Shane Sercombe	
Cr Chris Smith	
Cr Leanne Wringe	

PUBLIC GALLERY

4 members of the public

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 APPLICATION FOR A LEAVE OF ABSENCE

Nil.

3 ANNOUNCEMENTS FROM PRESIDING MEMBER

President's Diary (November – December 2020)

23 November 2020	Launch and AGM of Southern Forest and Blackwood Valley Tourism Association
24 November 2020	Local Emergency Management Committee Meeting – Kirup
27 November 2020	South West Zone WALGA Meeting – Busselton
1 December 2020	Warren Blackwood Alliance of Councils Meeting – Bridgetown
4 December 2020	SWALGA Presentation to SWDC – Bunbury
7 December 2020	Regional Road Group Meeting – Dardanup
9 December 2020	Bunbury Geographic Economic Alliance AGM (elected Deputy Chair)

4 DECLARATION OF INTEREST

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Councillors to ensure that a financial/impartiality interest is declared and that they refrain from voting on any matter, which is considered to come within the ambit of the Act.

Cr Sercombe declared a financial interest in item 9.1.1 Water Corporation – Kirup to Greenbushes Pipeline Project as he may be contracted to do work in the future. Cr Sercombe will leave the Chamber for the duration of the item.

Cr Sercombe declared a financial interest in item 9.3.2 Local Roads and Community Infrastructure Program Extension Round – Donnybrook Pump Track as he may be contracted to do work in the future. Cr Sercombe will leave the Chamber for the duration of the item.

5 PUBLIC QUESTION TIME

5.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

5.2 PUBLIC QUESTION TIME

Summary of questions raised and answered at the Meeting (as per Regulation 11 of the Local Government (Administration) Regulations 1996):

Lisa Glover, Donnybrook Hockey Club

How will ratepayers be affected by potentially moving the Hockey facility?

Shire Response

Relocation of the Hockey facility at Egan Park can be funded via an insurance claim, the value of which is approximately \$40,000.

Jacinta Sparrow, President Donnybrook Netball Association

1. *What compensation will be allocated to us as we have just spent \$6,000 on court maintenance this year?*

Shire Response

There is no proposition of financial compensation. If relocation is approved by the Council, the Chief Executive's Officer's intention is to assist the Club with relocation through in-kind assistance. The Club funded and delivered court maintenance this year in the full knowledge of (potential/likely) relocation of the Club to the VC Mitchell Park precinct (as well as active participation in the Reference Group itself).

2. *If Donnybrook Netball Association have to move, what guarantee will be given that we will still get our 3 outdoor courts as per the Sporting Precinct.*

Shire Response

No guarantee can be offered at this stage. Even if the three outdoor courts are not completed (in the short-medium term timeframe), the Club can still utilise the indoor courts at the Donnybrook Recreation Centre.

3. *What where the other options for this funding and how was the community consulted?*

Shire Response

The objectives of the Federal funding are to deliver infrastructure which supports local businesses, creates local employment and drives local economic development. The online survey enabled respondents to nominate alternate suggestions for funding expenditure. Of the 229 responses, nine respondents offered alternate suggestions.

Walter John Bailey (questions on notice, provided by Cr Sercombe)

1. *Query regarding 2018-19 Budget vs Annual Report variances.*

Shire Response

Mr Bailey appears to have confused the 2018-19 and 2019-20 Budgets / Annual Reports, hence the question is unclear. Additionally, the questions relate to an apparent attachment which was not provided by Mr Bailey. Mr Bailey will need to be more specific and clear with this question in order for the Shire to respond.

2. *Query regarding Federal funding for projects.*

Shire Response

Both the Tuia Lodge Expansion project and the Apple Fun Park Revitalisation project are Federally funded. The Apple Fun Park project is recognised in the 2019-20 Budget, while the Tuia Lodge Expansion project is not (will be for 2021-22).

3. *Query regarding October 2020 Monthly financials.*

Shire Response

Employee provisions, such as changes in accumulated annual leave and long service leave are being calculated quarterly and the movement in the liability is being recognised in the reports. Debt write-off's are presented in the monthly financial report each month. Policy 6.5 does not enable a write-off/waiver of a levy. Capital expenditure details are provided in the monthly financial reports.

4. *Query on Annual Report.*

Shire Response

The Annual report will be prepared and released in accordance with legislated processes.

5. *Query on Annual Financial Report 2019-20.*

Shire Response

The financial details of the Annual Financial Report must be considered in conjunction with the Notes.

6. *Query on impact of new Accounting Standards from the Australian Accounting Standards Board.*

Shire Response

\$1.46m as a reduction in equity (Changes to Accounting Standards and LG Financial Management Regulations) see note 29 of the Annual Financial Report.

7. *Query on end-of-year financial position.*

Shire Response

The 2019-20 year-end position, considered against the 2019-20 Budget and 2019-20 Budget Review, is provided in the 2019-20 Annual Financial Report.

8. Query on monthly financial report variations from budget.

Shire Response

Mr Bailey's question requires clarification (and to be more specific) prior to a considered response being provided.

9. The budget is missing from the website.

Shire Response

Incorrect; the Budget is, and has been, on the website.

10. Query on financial performance.

Shire Response

Mr Bailey's question requires clarification (and to be more specific) prior to a considered response being provided.

11. Query on cash being held to cover a liability.

Shire Response

Mr Bailey's question requires clarification (and to be more specific) prior to a considered response being provided.

6 PRESENTATIONS

6.1 PETITIONS

6.2 PRESENTATIONS

6.3 DEPUTATIONS

Lisa Glover, Donnybrook Ladies Hockey Club Inc made a deputation in relation to item 9.3.2 – ‘Local Roads and Community Infrastructure Program Extension Round – Donnybrook Pump Track Online Survey Results and Site Selection’.

ADOPTION BY EXCEPTION

COUNCIL RESOLUTION 184/20

Moved Cr Atherton

Seconded Cr Newman

That the following items be adopted ‘en bloc’:

**7.2 Confirmation of Minutes – Local Emergency Management Committee Meeting
24 November 2020**

9.2.3 Monthly Financial Report November 2020

CARRIED 9/0

7 CONFIRMATION OF MINUTES

7.1 ORDINARY MEETING OF COUNCIL – 25 NOVEMBER 2020

Minutes of the Ordinary Meeting of Council held 25 November 2020 are attached (*attachment 7.1(1)*).

EXECUTIVE RECOMMENDATION

That the Minutes from the Ordinary Meeting of Council held 25 November 2020 be confirmed as a true and accurate record.

COUNCIL RESOLUTION 185/20

Moved Cr Mitchell Seconded Cr Lindemann

That the Minutes from the Ordinary Meeting of Council held 25 November 2020 be confirmed as a true and accurate record.

CARRIED 9/0

7.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING – 24 NOVEMBER 2020

Minutes of the Local Emergency Management Committee Meeting held 24 November 2020 are attached (*attachment 7.2(1)*).

EXECUTIVE RECOMMENDATION

That the Minutes from the Local Emergency Management Committee Meeting held 24 November 2020 be received.

COUNCIL RESOLUTION 186/20

Moved Cr Atherton Seconded Cr Newman

That the Minutes from the Local Emergency Management Committee Meeting held 24 November 2020 be received.

CARRIED 9/0 by En Bloc Resolution

7.3 AUDIT AND RISK MANAGEMENT COMMITTEE MEETING MINUTES

Minutes of the Audit and Risk Management Committee Meeting held Tuesday 15 December 2020 are attached (*attachment 7.3(1) – to be provided*).

EXECUTIVE RECOMMENDATION

That the Minutes from the Audit and Risk Management Committee Meeting held Tuesday 15 December 2020 be received.

COUNCIL RESOLUTION 187/20

Moved Cr Massey Seconded Cr Wringe

That the Minutes from the Audit and Risk Management Committee Meeting held Tuesday 15 December 2020 be received.

CARRIED 9/0

8 REPORTS OF COMMITTEES

Nil.

9 REPORTS OF OFFICERS

9.1 EXECUTIVE MANAGER OPERATIONS

9.1.1. WATER CORPORATION – GREENBUSHES TO KIRUP PIPELINE PROJECT

Location	Shire of Donnybrook Balingup
Applicant	Not applicable
File Reference	
Author	Damien Morgan, Manager Works & Services
Responsible Officer	Steve Potter, Executive Manager Operations
Attachments	9.1.1(1): Letter from Water Corporation 9.1.1(2): Drawings
Voting Requirements	Simple Majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Acknowledges the benefits that the Water Corporation Greenbushes to Kirup pipeline project will have to the communities of Balingup, Mullalyup and Kirup. 2. Instructs the Chief Executive Officer to write to the Water Corporation to request that the works are appropriately project managed to minimise the impact on the local communities. 3. Instructs the Chief Executive Officer to write to the Water Corporation informing them that their request to locate the new pipeline beneath a section of Southampton Road is supported as detailed in attachment 9.1.1(1). 4. In determination of point 3, Instructs the Chief Executive Officer to accept the Water Corporation offer of a contribution of \$100,000 towards the Shires future upgrade of Southampton Road.

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome:	2.1	An attractive and maintained built environment.
Strategies:	2.1.1	Maintain, renew and improve infrastructure within allocated resources.
Actions:	2.1.1.2	Seek funding for development and renewal of infrastructure.
	2.1.1.3	Develop and implement capital works plan

Outcome:	3.2	Well supported community groups and facilities.
Strategies:	3.2.1	Provide and maintain appropriate community facilities.
Actions:	3.2.1.2	Maintain community facilities within resource capacity.

EXECUTIVE SUMMARY

The Water Corporation is to construct a new water main from Greenbushes to Kirup, improving the water supply to Balingup, Mullalyup and Kirup within the Shire of Donnybrook Balingup. These works will ensure that the townsites have a sustainable supply of potable water going forward, however during the construction phase, there will be an impact to the amenity of the area and several Shire assets.

Shire officers recommend that Council requests that the Water Corporation ensures the works are appropriately project managed to minimise the impact on the local communities and that the works are completed to required standards in a short duration.

Furthermore, Council is also recommended to give endorsement for the alignment of the pipeline beneath the gravel shoulder of Southampton Road, between South Western Highway and Old Padbury Road. This is to ensure that the works do not impact on the existing vegetation in the road verge that leads to the Golden Valley Tree Park (GVTP). This endorsement is recommended by staff to be subject to the Water Corporation contributing \$100,000 towards the Shires future upgrade of this section of road.

BACKGROUND

The Water Corporation is constructing a new water main from Greenbushes to Kirup to improve the water supply to Balingup, Mullalyup and Kirup as part of the broader Bridgetown Regional Water Supply Scheme (BRWSS). Key points of the project are:

- The project will alleviate the need for water carting from Donnybrook to Kirup, removing these frequent truck movements from the South Western Highway.
- This is the final project as part of the BRWSS, effectively meaning all towns (Greenbushes, Balingup, Mullalyup, Kirup, Bridgetown, Hester and Boyup Brook) will be connected to the scheme.
- Construction is expected to start soon with completion in the second half of 2021.

Details of the alignment for the works are provided in attachment 9.1.1(1), with the works potentially having the most significant impact on the Community and Shire assets within the Balingup Townsite and the section of Southampton Road between South Western Highway and Old Padbury Road.

The majority of works in the Balingup townsite will be within the road verge and parking areas along South Western Highway, and in the verge along sections of Forrest and Spencer Street. Providing the works are completed and reinstated in accordance with relevant standards the main issue will be the inconvenience to the community and the businesses during the works.

Consultation by the Water Corporation with Shire staff and other key stakeholders has consistently identified that the quality, timing, and duration of the works within the townsite as a key factor to ensure the success of the project. The Water Corporation has advised that they

have noted these concerns and have incorporated appropriate supervision and project management practices within the contract to ensure contractor compliance.

The Water Corporation also approached the Shire to locate the new pipeline in the gravel Shoulder of Southampton Road between South Western Highway and Old Padbury Road, as the alignment would require no clearing of the existing roadside vegetation.

The locating of service infrastructure beneath road assets is typically only supported when it is for a crossing point, due to the increased risk of defects within the road and the added complexity to maintain, renew or upgrading roads where services are located directly beneath them.

However the significance of the roadside vegetation to the community and the GVTP within this section of Southampton Road needs to be noted and considered, along with the existing condition of this section of Southampton Road, which has an identified upgrade planned for 2022/23.

FINANCIAL IMPLICATIONS

The project is to be fully funded by the Water Corporation.

The Water Corporation has also noted Shire staff concerns with locating the pipeline beneath a section of Southampton Road and has proposed to contribute \$100,000 towards the Shire's future upgrade of this section of Southampton Road in 2022/23.

POLICY COMPLIANCE

Nil.

STATUTORY COMPLIANCE

Nil.

CONSULTATION

The Water Corporation has consulted with the Shire and other key stakeholders (including GVTP, Balingup Progress Association and MRWA) regarding the project, throughout the planning for the project.

OFFICER COMMENT/CONCLUSION

Regarding this Water Corporation project, officers consider there are two matters for Council's consideration:

1. The impact of the project on the communities during the construction phase; and
2. The impact of the project on Shire assets.

Each of these will be addressed separately.

1. Project Impact

It is noted that there will be a short duration of inconvenience on the various townsites during the Water Corporation construction works, however the long-term benefits of a sustainable water supply to these towns is considered a priority to their future growth.

The impact of these works on the local communities has been a regular discussion point throughout Shire staff consultation with Water Corporation representatives. It is considered that these concerns have been noted by the Water Corporation, and that they have taken appropriate project planning to ensure that these risks are managed.

2. Project Impact on Shire Assets

It is typical with these types of service upgrades that there will be an impact on existing Shire asset. The Utility Providers Code of Practice is the approved industry best practice document that provides essential information and guidance in managing and undertaking street works associated with the provision of underground utility services in public road reserves. The Code of Practice is an authoritative reference for utility services providers, local governments, developers and their contractors throughout WA, and these works will be undertaken in accordance with this code, and the Water Corporations contractual documentation.

Of most significant concern to Shire officers is the locating of the new pipeline in the gravel Shoulder of Southampton Road between South Western Highway and Old Padbury Road. This has been proposed to avoid having to remove existing vegetation along the verge for this section of road.

Shire officers do support this alignment based on the value of this vegetation to the GVTP and the community, however the risk that it will present to any future works planned on our road needed to be considered.

Within the negotiations for this alignment, Shire Officers identified that to facilitate this the Water Corporation would need to contribute towards the Shires future cost to upgrade this section of road, due to the impact of locating the new pipeline beneath approximately 650m of the road.

The Water Corporation progressed their project planning based on this advice and have now presented to the Shire an offer to contribute \$100,000 towards the future upgrade

Shire Officers consider this to be a fair and reasonable offer towards the future upgrade considering the impacts that the existing pipeline will have on the method of construction. The upgrading of this section of road is planned for the summer of 2022/23 and will also be part funded by a Regional Road Group project grant.

Cr Sercombe declared a financial interest in the item and left the Chamber at 5.36pm.

COUNCIL RESOLUTION 188/20

Moved Cr Mitchell Seconded Cr Lindemann

That Council:

- 1. Acknowledges the benefits that the Water Corporation Greenbushes to Kirup pipeline project will have to the communities of Balingup, Mullalyup and Kirup.**
- 2. Instructs the Chief Executive Officer to write to the Water Corporation to request that the works are appropriately project managed to minimise the impact on the local communities.**
- 3. Instructs the Chief Executive Officer to write to the Water Corporation informing them that their request to locate the new pipeline beneath a section of Southampton Road is supported as detailed in attachment 9.1.1(1).**
- 4. In determination of point 3, Instructs the Chief Executive Officer to accept the Water Corporation offer of a contribution of \$100,000 towards the Shires future upgrade of Southampton Road.**

CARRIED 8/0

Cr Sercombe returned to the Chamber at 5.37pm.

9.2 EXECUTIVE MANAGER CORPORATE AND COMMUNITY

9.2.1 ACCOUNTS FOR PAYMENT

The Schedule of Accounts Paid (*attachment 9.2.1(1)*) under Delegation (No 3.1) is presented to Council for information.

9.2.2 MONTHLY FINANCIAL REPORT – OCTOBER 2020

The Monthly Financial Report for October 2020 is attached (*attachment 9.2.2(1)*).

EXECUTIVE RECOMMENDATION

That the monthly financial report for the period ended October 2020 be received.

COUNCIL RESOLUTION 189/20

Moved Cr Wringe Seconded Cr Massey

That the monthly financial report for the period ended October 2020 be received.

CARRIED 9/0

9.2.3 MONTHLY FINANCIAL REPORT – NOVEMBER 2020

The Monthly Financial Report for November 2020 is attached (*attachment 9.2.3(1)*).

EXECUTIVE RECOMMENDATION

That the monthly financial report for the period ended November 2020 be received.

COUNCIL RESOLUTION 190/20

Moved Cr Atherton Seconded Cr Newman

That the monthly financial report for the period ended November 2020 be received.

CARRIED 9/0 by En Bloc Resolution

9.3 CHIEF EXECUTIVE OFFICER

9.3.1 NOMINATION OF REPRESENTATIVES - WARREN BLACKWOOD ALLIANCE OF COUNCILS CLIMATE CHANGE WORKING GROUP

Location	Shire of Donnybrook Balingup
Applicant	Warren Blackwood Alliance of Councils
File Reference	ADM 10/B
Author	Ben Rose, Chief Executive Officer
Responsible Manager	Ben Rose, Chief Executive Officer
Attachments	9.3.1(1): WBAC Climate Change Working Group Draft Terms of Reference
Voting Requirements	Simple Majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Appoint the following two Councillor representatives as members of the Warren Blackwood Alliance of Councils Climate Change Working Group: <ul style="list-style-type: none"> • Cr _____ • Cr _____ 2. Note that the Chief Executive Officer will appoint a staff member to the Warren Blackwood Alliance of Councils Climate Change Working Group.

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	2.3	A natural environment for the benefit of current and future generations
Strategy	2.3.1	Efficient use of resources to minimise environmental impacts
Action	2.3.1.1	Review the sustainability strategy

EXECUTIVE SUMMARY

The purpose of this report is to nominate two Councillor representatives and one employee representative as members of the newly formed Warren Blackwood Alliance of Councils Climate Change Working Group.

BACKGROUND

At the Warren Blackwood Alliance of Councils (WBAC) meeting held in Bridgetown on 1 December 2020, the WBAC resolved to form a Climate Change Working Group in accordance with the Terms of Reference provided in Attachment 9.3.1(1).

The purpose of the Climate Change Working Group is to establish a sub-regional climate change policy that includes recommendations for practical and achievable adaptation and mitigation strategies applicable to Warren Blackwood Alliance of Councils (WBAC) and member local governments. Meetings will be held bi-monthly and each participating local government is being requested to nominate two elected members as voting representatives and one officer as a non-voting representative.

The following local governments are members of the WBAC:

- Shire of Bridgetown Greenbushes
- Shire of Manjimup
- Shire of Nannup
- Shire of Donnybrook Balingup

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Not applicable.

CONSULTATION

Nil.

OFFICER COMMENT/CONCLUSION

It is recommended Council appoint two Councillor representatives to the WBAC Climate Change Working Group. The Chief Executive Officer will appoint the Shire staff / non-voting representative to the Working Group.

PROCEDURAL MOTION

Moved Cr Mitchell Seconded Cr Lindemann

That the Shire of Donnybrook Balingup Meeting Procedures (Local Law) be suspended to enable nomination of representatives.

CARRIED 9/0

PROCEDURAL MOTION

Moved Cr Smith Seconded Cr Atherton

That the Shire of Donnybrook Balingup Meeting Procedures (Local Law) be resumed.

CARRIED 9/0

COUNCIL RESOLUTION 191/20

Moved Cr Wringe Seconded Cr Lindemann

That Council:

- 1. Appoint the following two Councillor representatives as members of the Warren Blackwood Alliance of Councils Climate Change Working Group:**
 - Cr Lindemann**
 - Cr Massey**
- 2. Note that the Chief Executive Officer will appoint a staff member to the Warren Blackwood Alliance of Councils Climate Change Working Group.**

CARRIED 9/0

9.3.2 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM EXTENSION ROUND – DONNYBROOK PUMP TRACK ONLINE SURVEY RESULTS AND SITE SELECTION

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	NA
Author	Ben Rose, Chief Executive Officer
Responsible Manager	Ben Rose, Chief Executive Officer
Attachments	9.3.2(1): Results of online survey
Voting Requirements	Simple Majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Receive and acknowledge the 229 public submissions on the ‘Pump Track Survey’. 2. Instruct the Chief Executive Officer to prepare and lodge an application for funding via the Local Roads and Community Infrastructure Program (Federal) for the design and construction of a Pump Track to be located at the netball / hockey facilities at Egan Park, Donnybrook. 3. Instruct the Chief Executive Officer to execute a Federal funding agreement (if offered by the Federal Government) as per point 2, above. 4. Instruct the Chief Executive Officer to coordinate sporting activity / facility relocation arrangements, as follows: <ol style="list-style-type: none"> a. Netball / Junior Netball at Egan Park – relocate to Donnybrook Recreation Centre; and b. Hockey – relocate to the VC Mitchell Park precinct.

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	3.3	A safe and healthy community environment for all ages
Strategy	3.3.3.	Support a safe, healthy and active community
Action	3.3.3.1	Within resource capacity, maintain and develop sport and recreation facilities in line with sport and recreation masterplans

EXECUTIVE SUMMARY

On 30 October 2020, the Shire was advised that it will be eligible to apply for up to \$467,000 in Federal funding under the Local Roads and Community Infrastructure Program – Extension Round (LRCI – Extension Round). At its November 2020 Ordinary Meeting, Council resolved to direct \$67,000 of this funding towards asset works at the Balingup and Districts Recreation Centre and to survey the community in relation to the development of a Pump Track in Donnybrook (to be constructed via the residual \$400,000 funding).

The online survey/consultation has been conducted; the results are presented to Council for information, along with a recommendation to construct the Pump Track at Egan Park (on the present site of the netball and hockey facilities).

BACKGROUND

At its November 2020 Ordinary Meeting, Council resolved:

That Council:

- 1. Endorse the expenditure of approximately \$67,000 from the Local Roads and Community Infrastructure Program (Extension Round) for works to the Balingup Recreation Centre facility/surrounds.*
- 2. Instruct the Chief Executive Officer to undertake online/web-based community consultation in relation to the development of a Pump Track within the Donnybrook townsite, to be funded at approximately \$400,000 from the Local Roads and Community Infrastructure Program Funding – Extension Round;*
- 3. In relation to point 2, above, instruct the Chief Executive Officer to present the results of community consultation as well as a potential location and arrangements to Council at its December 2020 Ordinary Meeting.*

Following that resolution, an online survey was publicly released (Shire website and Shire Facebook account) on 27 November 2020 and closed on 4 December 2020. A total of 229 survey responses were received.

In addition to the online survey, the Executive identified potentially appropriate locations for the Pump Track and met/consulted with key stakeholders potentially impacted by the proposal.

DETAILS

A total of 229 survey responses were received over a seven-day period. Of these responses:

- 89.52% (205) supported the use of the Federal funding for the development of a pump track in Donnybrook;
- 5.24% (12) did not support the development of a Pump Track; and
- 5.24% (12) were unsure.

Of the 89.52% (205) who did support the development of a Pump Track, 171 respondents identified one or more suggested locations, these being:

- Netball area/Hockey area/Egan Park/Skate Park/Fun Park area – 50.8% (87)
- BMX Track area (Marmion Street) – 12.8% (22)
- VC Mitchell Park precinct – 10.5% (18)
- Other – 31.5% (54).

A high-level ‘benefits-constraints’ summary analysis of the locations most recommended via the survey is provided below.

	Benefits	Constraints
‘Netball/Hockey/Skate Park’ site at Egan Park	<ul style="list-style-type: none"> • Proximity to similar uses (skate park, fun park) • Complementary to nearby youth and family focused activities • Prominence / visibility • Size / dimensions appropriate for Pump Track development • Existing site uses / users planned to be relocated as part of Recreation Precinct Project • Zoning / Local Planning Scheme provisions support the proposed land use • Existing services (power, water, sewer) and infrastructure (informal parking, lighting) • Appropriate distance from residential area/s 	<ul style="list-style-type: none"> • Requires earlier than anticipated relocation of existing site uses / users (hockey and juniors netball) • ARC rail reserve partially overlaps site (although Shire presently has lease for use of reserve for recreation activities e.g. netball)
BMX course site (Marmion Street)	<ul style="list-style-type: none"> • Large amount of space (almost unconstrained for a Pump Track) • Appropriate distance from residential area/s 	<ul style="list-style-type: none"> • Inappropriate Zoning (zoned Light Industry) • Unconstructed Road Reserve transects the site • Lack of existing servicing and infrastructure • Lack of proximity to similar uses • Lack of prominence / visibility • Lacks ‘value-add’ factor for tourism/visitation • Flood prone land
VC Mitchell Park Recreation Precinct	<ul style="list-style-type: none"> • Proximity to similar uses (sports and recreation) • Zoning / Local Planning Scheme provisions support the proposed land use • Existing services (power, water, sewer) and infrastructure (parking, lighting) 	<ul style="list-style-type: none"> • Lack of prominence / visibility • Lacks ‘value-add’ factor for tourism/visitation

	<ul style="list-style-type: none"> • Can be distanced from residential area/s 	
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On the balance of benefits and constraints for the three main identified sites, the Executive recommends to Council that the preferential siting for a Pump Track in Donnybrook is at the existing junior netball courts / hockey training field at Egan Park.

FINANCIAL IMPLICATIONS

Design, development and commissioning of the Pump Track will be funded through the Local Roads and Community Infrastructure program (Federal).

The Shire’s financial implications of relocating the existing uses (netball and hockey) are minimal, and can be addressed as follows:

- Netball relocation to Recreation Centre - negligible cost as existing provision for netball courts, goals, canteen, meeting space, storage space etc is already available at the Recreation Centre.
- Hockey relocation (site to be determined) – a sum of \$38,000 is available to the Shire via an approved insurance claim (from LGIS) for the hockey facility from earlier this year. LGIS have approved the claim sum for use either on the existing hockey site, or at an alternative site within the Donnybrook townsite within a “reasonable” timeframe (note, this must be used for a hockey facility).

In addition, the Shire’s Asset Management Plan identifies expenditure of \$127,345 in 2021-22 for resurfacing of the juniors netball courts at Egan Park. With the recommended progress of the Recreation Precinct Project and the earlier than expected relocation of the juniors netball, this projected expenditure can be re-directed into other capital projects for the community.

CONSULTATION

The Chief Executive Officer has consulted with senior Committee representatives of the following sporting organisations:

- Donnybrook Netball Association:
 - Have advised the Chief Executive Officer their willingness to relocate the juniors from their existing site at Egan Park to the Donnybrook Recreation Centre for an interim period of 1-2 years/seasons, whilst detailed planning and development for the Recreation Precinct is finalised. Subsequent email advice following face-to-face consultation has identified that the Netball Association would need to call a Special General Meeting of the Association to garner a considered opinion of the membership and that further detail would be required prior to calling the Special General Meeting.
- Donnybrook Ladies Hockey Association:
 - Have advised the CEO that *“the hockey clubs are declining the offer for the relocation and will be remaining at the Egan Park Sporting Complex. This is only subject to change when the Donnybrook Sports Precinct has been finished and the hockey clubs have adequate facilities to suit their needs.”*
 - The Hockey Club/Association has no lease (from the Shire) for the use of the existing facility at Egan Park, and are presently using the facility in an informal

arrangement, having sequestered use of the fourth netball court as a hockey training ground with agreement of the netball club some years ago.

- Donnybrook Country Club:
 - Have advised the CEO their willingness to make available the ‘old grass bowls rinks’ for hockey to be situated on, on either a temporary or permanent basis.
- Donnybrook Tennis Club:
 - Have advised the CEO their willingness to make available space surrounding the ‘half-court tennis hit-up wall’ for hockey to be situated on.
- Donnybrook Recreation Centre:
 - Have advised the CEO the ability for court scheduling/booking to accommodate juniors netball.

OFFICER COMMENT/CONCLUSION

The unexpected Federal funding opportunity via the Local Roads and Community Infrastructure program presents an opportunity to the Shire for a significant investment into a project to promote economic development in the District. The web-based survey, although only open for one week, attracted significant interest (229 responses), with the majority of respondents favouring the development of a Pump Track at the netball courts / hockey training field location in central Donnybrook.

The adjacency of this site to the existing Skate Park and Apple Fun Park presents a strategic, value-add locational advantage for regional tourism and visitation.

The existing uses/users on the recommended site (juniors netball and hockey) will be required to relocate, with Shire assistance, to alternate venues earlier than previously expected as part of the Recreation Precinct Project at VC Mitchell Park.

Cr Secombe declared a financial interest in the item and left the Chamber at 5.51pm.

EXECUTIVE RECOMMENDATION

Moved Cr Atherton Seconded Cr Lindemann

That Council:

- 1. Receive and acknowledge the 229 public submissions on the ‘Pump Track Survey’.**
- 2. Instruct the Chief Executive Officer to prepare and lodge an application for funding via the Local Roads and Community Infrastructure Program (Federal) for the design and construction of a Pump Track to be located at the netball / hockey facilities at Egan Park, Donnybrook.**
- 3. Instruct the Chief Executive Officer to execute a Federal funding agreement (if offered by the Federal Government) as per point 2, above.**

4. Instruct the Chief Executive Officer to coordinate sporting activity / facility relocation arrangements, as follows:

- a. Netball / Junior Netball at Egan Park – relocate to Donnybrook Recreation Centre; and
- b. Hockey – relocate to the VC Mitchell Park precinct.

AMENDMENT

Moved Cr Piesse Seconded Cr Newman

That Council:

1. Receive and acknowledge the 229 public submissions on the ‘Pump Track Survey’.
2. Instruct the Chief Executive Officer to prepare and lodge an application for funding via the Local Roads and Community Infrastructure Program (Federal) for the design and construction of a Pump Track to be located at the netball / hockey facilities at Egan Park, Donnybrook.
3. Instruct the Chief Executive Officer to execute a Federal funding agreement (if offered by the Federal Government) as per point 2, above.
4. ***Subject to further dialogue with Netball and Hockey,*** instruct the Chief Executive Officer to coordinate sporting activity / facility relocation arrangements, as follows:
 - a. Netball / Junior Netball at Egan Park – relocate to Donnybrook Recreation Centre; and
 - b. Hockey – relocate to the VC Mitchell Park precinct.

CARRIED 8/0

COUNCIL RESOLUTION 192/20

Moved Cr Atherton Seconded Cr Lindemann

That Council:

1. Receive and acknowledge the 229 public submissions on the ‘Pump Track Survey’.
2. Instruct the Chief Executive Officer to prepare and lodge an application for funding via the Local Roads and Community Infrastructure Program (Federal) for

the design and construction of a Pump Track to be located at the netball / hockey facilities at Egan Park, Donnybrook.

- 3. Instruct the Chief Executive Officer to execute a Federal funding agreement (if offered by the Federal Government) as per point 2, above.**
- 4. Subject to further dialogue with Netball and Hockey, instruct the Chief Executive Officer to coordinate sporting activity / facility relocation arrangements, as follows:**
 - a. Netball / Junior Netball at Egan Park – relocate to Donnybrook Recreation Centre; and**
 - b. Hockey – relocate to the VC Mitchell Park precinct.**

CARRIED 7/1

Cr Mitchell requested her vote against be recorded

10 ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1 COUNCILLOR

Nil.

11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

In accordance with Section 5.4 of the Shire of Donnybrook Meeting Procedures Local Law, in cases of extreme urgency or other special circumstances, matters may, on a motion by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting. 'Cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the local government and must be considered and dealt with by the Council before the next meeting.

EXECUTIVE RECOMMENDATION

That Council accept item 11.1 'Audit Report for Year Ending 30 June 2020' as a matter of urgent business.

COUNCIL RESOLUTION 193/20

Moved Cr Piesse

Seconded Cr Atherton

That Council accept item 11.1 'Audit Report for Year Ending 30 June 2020' as a matter of urgent business.

CARRIED 8/1

11.1 AUDIT REPORT FOR YEAR ENDING 30 JUNE 2020

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Paul Breman, Executive Manager Corporate and Community
Responsible Manager	Paul Breman, Executive Manager Corporate and Community
Attachments	11.1(1): Annual Financial Statements and Audit Report 11.1(2): Draft report on significant findings to the Minister of Local Government
Voting Requirements	Simple Majority

Audit and Risk Management Committee Recommendation to Council

That Council:

- 1. Receive the Annual Financial Report and Audit Report for the year ending 30 June 2020;**
- 2. Forward to the Minister for Local Government, Sport and Cultural Industries the report on significant findings as attached for the year ending 30 June 2020, as required by Section 7.12A(4)(b) of the Local Government Act 1995;**
- 3. Are advised by the Audit and Risk Management Committee that the review of the seven mandatory reportable financial ratios is being undertaken by WALGA and the State Government across the entire Local Government sector of Western Australia, and is not isolated to the Shire of Donnybrook Balingup; and**
- 4. Acknowledge the Executive and all staff in coordinating the Annual Financial Audit.**

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.3	Monitor and measure organisational performance

EXECUTIVE SUMMARY

The Office of the Auditor General (OAG) has completed the Audit of the Annual Financial Report for the year ended 30 June 2020. The audit opinion was issued on 11 December 2020 and is attached to this item for reference.

The audit opinion is unqualified and concludes that the report fairly represents the results of the operations of the Shire for the period ended 30 June 2020.

There are two items included under the heading of 'Report on Other Legal and Regulatory Requirements' which require consideration by the Committee and the Council and relate to a significant adverse trends opinion as follows:

- “a. Asset sustainability ratio as reported in Note 33 of the financial report is below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard for the last three years; and*
- b. Operating surplus ratio as reported in Note 33 of the financial report is below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard for the last three years.”*

The methodologies of calculating the asset sustainability ratio and the operating surplus ratio are presently under review by the Department of Local Government, Sport and Cultural Industries (DLGSCI) in collaboration with WALGA, as they are generally recognised as being inappropriate to be used to determine a significant adverse trend.

The Shire's Executive Manager Corporate and Community is part of a sector working party established by WALGA to review and modify the calculation methodologies for these ratios. AMD Accounting (the Shire's auditing agency appointed by the OAG) have advised that 23 of the 25 local governments audited by them are likely to have similar audit finding on various ratios.

There is one item included under the heading of 'Report on Other Legal and Regulatory Requirements' which requires consideration by the Committee and the Council and relates to statutory compliance as follows:

“The Shire has not reported the Asset Renewal Funding Ratio for 2020, 2019 and 2018 in the annual financial report as required by section 50(1) of the Local Government (Financial Management) Regulations 1996, as there is not a current, long-term financial plan and asset management plan.”

The Shire had a long-term financial plan which was developed in 2017 however this plan was not considered by the OAG to be current enough to be used for the calculation of the ratio. All the necessary asset management planning is complete to a sufficient level to inform the development of the calculation of the asset renewal funding ratio. Work is very close to being complete on the Long-Term Financial Plan however as it has not been to the Council for approval prior to the completion of the audit, its absence was the crucial factor in the Shire's inability to calculate the ratio this year. This ratio is expected to be able to be calculated in 2020-21

BACKGROUND

The Shire of Donnybrook Balingup audit for year ending 30 June 2020 was conducted by the Office of the Auditor (OAG) using a private contractor; AMD Accountants.

The Shire is required by the *Local Government (Financial Management) Regulations 1996* to calculate and include in the audited annual financial report seven financial ratios.

The calculation components of the ratios relevant to this item are set out below:

Operating surplus ratio

$$\frac{\text{operating revenue minus operating expense}}{\text{own source operating revenue}}$$

Own source operating revenue means revenue from rates and service charges, fees and user charges, reimbursements and recoveries, interest income and profit on disposal of assets.

The Operating Surplus Ratio measures the extent to which revenues raised cover operational expenses (including depreciation). The DLGSCI considers the ratio standard is met if the ratio is above 0.00. To achieve a positive level in the ratio requires operating revenue (excluding capital grants and contribution) to be greater than operating expenditure (including depreciation).

Asset sustainability ratio

$$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation}}$$

Capital renewal and replacement expenditure means expenditure to renew or replace existing assets;

The asset sustainability ratio measures the extent to which assets managed by the Shire are being replaced as they reach the end of their useful lives. The DLGSCI considers the ratio standard is met if the ratio is above 0.90, meaning that spending on renewal in any one year is 90% of the level of depreciation in that year.

The DLGSCI currently have the calculation methodology and target levels of seven statutory ratios under review as they acknowledge issues relating to their suitability as an indicator of financial health. This review is being undertaken by WALGA and it is expected changes will occur to these ratios in conjunction with future amendments to the *Local Government (Financial Management) Regulations 1996*.

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

7.12A. Duties of local government with respect to audits

- (3) *A local government must —*
 - (aa) *examine an audit report received by the local government; and*
 - (a) *determine if any matters raised by the audit report, require action to be taken by the local government; and*

- (b) *ensure that appropriate action is taken in respect of those matters.*
- (4) *A local government must —*
 - (a) *prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
 - (b) *give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*
- (5) *Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.*

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

The draft report to the Minister as required by *Section 7.12A(4) of the Local Government Act 1995* is attached to this item along with the current audit report for the 2019-20 financial year.

The OAG again this year adopted a different position to the Shire's previous auditors in relation to a number of issues including the assessment of what constitutes a significant adverse trend in the financial position of the Shire and also the level of information necessary to support the calculation of the asset renewal funding ratio.

In relation to the issues under the significant adverse trend in financial position, the matter of the adverse operating surplus ratio was raised in the Shire's audit report last year and was the subject of a report to the Audit and Risk Management Committee and the Council.

The OAG has also identified that the Shire recorded three consecutive asset sustainability ratios under the DLGSCI target thresholds. This ratio relates to the level of spending on renewing assets in a year compared to the leakage in value of the asset base due to depreciation in the same year. The ratio doesn't take into account any money transferred to Cash Reserves as future saving for future renewal works on large items so should only be assessed on a very long-term basis. There is little merit in applying only a three-year period as an assessment of this ratio.

The Shire's Asset Sustainability ratio has been under the target level of 0.90 for the past three consecutive years. The Shire is about to embark on a substantial capital works program over the next five years on renewing and upgrading key assets and this is predicted to result in a spike in the ratio during this time and is likely to be above the DLGSCI's target.

The shortcoming in the calculation of these ratios and the associated target levels set by the DLGSCI are part of the reason the ratios are under review by WALGA and the Department. It is not considered that the existence of three consecutive ratios under the DLGSCI targets presents a short to mid-term threat to the financial position of the Shire. The structural issues surrounding these ratios results will be considered as part of the development of the LTFP.

The asset renewal funding ratio requires a completed LTFP. In previous years, the Shire's Auditors prior to the OAG have accepted the calculations made by staff in the absence of an adopted asset management plan for all asset classes and an older LTFP received in 2017. The OAG changed the approach and they are not prepared to accept these calculations without a formal and current LTFP.

COMMITTEE RECOMMENDATION

Moved Cr Wringe

Seconded Cr Atherton

That Council:

- 1. Receive the Annual Financial Report and Audit Report for the year ending 30 June 2020;**
- 2. Forward to the Minister for Local Government, Sport and Cultural Industries the report on significant findings as attached for the year ending 30 June 2020, as required by Section 7.12A(4)(b) of the Local Government Act 1995;**
- 3. Are advised by the Audit and Risk Management Committee that the review of the seven mandatory reportable financial ratios is being undertaken by WALGA and the State Government across the entire Local Government sector of Western Australia, and is not isolated to the Shire of Donnybrook Balingup; and**
- 4. Acknowledge the Executive and all staff in coordinating the Annual Financial Audit.**

PROCEDURAL MOTION

Moved: Cr Lindemann

Seconded: Cr Mitchell

That the motion be put.

CARRIED 8/1

COUNCIL RESOLUTION 194/20

Moved Cr Wringe

Seconded Cr Atherton

That Council:

- 1. Receive the Annual Financial Report and Audit Report for the year ending 30 June 2020;**
- 2. Forward to the Minister for Local Government, Sport and Cultural Industries the report on significant findings as attached for the year ending 30 June 2020, as required by Section 7.12A(4)(b) of the Local Government Act 1995;**
- 3. Are advised by the Audit and Risk Management Committee that the review of the seven mandatory reportable financial ratios is being undertaken by WALGA and the State Government across the entire Local Government sector of Western Australia, and is not isolated to the Shire of Donnybrook Balingup; and**
- 4. Acknowledge the Executive and all staff in coordinating the Annual Financial Audit.**

CARRIED 8/1

12 MEETINGS CLOSED TO THE PUBLIC

12.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

The following confidential report and recommendation has been distributed separately and are not for circulation:

12.1.1 CONFIDENTIAL – PROPOSED VARIATION TO CONTRACT (ASK WASTE MANAGEMENT PTY LTD) – LANDFILL CLOSURE MANAGEMENT PLAN – DONNYBROOK WASTE MANAGEMENT FACILITY

This report is confidential in accordance with Section 5.23(2) of the *Local Government Act 1995*, which permits the meeting to be closed to the public.

(c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting*

12.1.2 CONFIDENTIAL – TUIA LODGE OUTSOURCING ARRANGEMENT – SHORTLISTING OF RESPONDENTS

This report is confidential in accordance with Section 5.23(2) of the *Local Government Act 1995*, which permits the meeting to be closed to the public.

(c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting*

EXECUTIVE RECOMMENDATION

That the meeting be closed in accordance with section 5.23(2)(c) of the *Local Government Act 1995* to discuss the following confidential item:

12.1.1 CONFIDENTIAL – PROPOSED VARIATION TO CONTRACT (ASK WASTE MANAGEMENT PTY LTD) – LANDFILL CLOSURE MANAGEMENT PLAN – DONNYBROOK WASTE MANAGEMENT FACILITY

12.1.2 CONFIDENTIAL – TUIA LODGE OUTSOURCING ARRANGEMENT – SHORTLISTING OF RESPONDENTS

Cr Massey left the Chamber at 6.39pm.

COUNCIL RESOLUTION 195/20

Moved Cr Lindemann

Seconded Cr Atherton

That the meeting be closed in accordance with section 5.23(2)(c) of the *Local Government Act 1995* to discuss the following confidential item:

- 12.1.1 CONFIDENTIAL – PROPOSED VARIATION TO CONTRACT (ASK WASTE MANAGEMENT PTY LTD) – LANDFILL CLOSURE MANAGEMENT PLAN – DONNYBROOK WASTE MANAGEMENT FACILITY**
- 12.1.2 CONFIDENTIAL – TUIA LODGE OUTSOURCING ARRANGEMENT – SHORTLISTING OF RESPONDENTS**

CARRIED 8/0

The meeting was closed to members of the public at 6.40pm.

COUNCIL RESOLUTION 198/20

Moved Cr Newman

Seconded Cr Wringe

That the meeting be re-opened to the public.

CARRIED 9/0

The meeting was re-opened to the public at 7.04pm.

12.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

RESOLUTION 197/20

That Council select the preferred outsourcing partner for Tuia Lodge as per the Confidential Minutes and instruct the Chief Executive Officer to negotiate lease terms.

13 CLOSURE

The Shire President advised that the next Ordinary Council Meeting will be held on Wednesday 24 February 2021 commencing at 5.00pm in the Shire of Donnybrook Balingup Council Chamber.

The Shire President declared the meeting closed at 7.07pm.



MINUTES OF SPECIAL MEETING OF COUNCIL

Purpose:

For Council to:

- 1. Consider Adopting the Long-Term Financial Plan 2020 – 2040.**
 - 2. Receive the 2019-2020 Shire of Donnybrook Balingup Annual Report.**
 - 3. Set the date for the Annual General Meeting of Electors.**
-

Held on

Tuesday 22 December 2020

Commencing at 4.30 pm

Shire of Donnybrook Balingup Council Chamber

A handwritten signature in black ink, appearing to read 'Ben Rose'.

Ben Rose
Chief Executive Officer

23 December 2020

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**SHIRE OF DONNYBROOK BALINGUP
SPECIAL COUNCIL MEETING MINUTES**

Tuesday 22 December 2020 at 4.30pm

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Shire President – Acknowledgment of Country

The Shire President acknowledged the traditional custodians of the land, the Noongar People, paying respects to Elders, past, present and emerging.

The Shire Present declared the meeting open at 4.30pm.

Shire President - Public Notification of Recording of Meetings

The Shire President advised that the meeting is being digitally recorded to assist with minute taking in accordance with Council Policy 1.25. The Shire President further states the following:

If you do not give permission for your participation to be recorded, please indicate this at the meeting. Members are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the Chairperson.

2 ATTENDANCE

COUNCILLORS	STAFF
Cr Brian Piesse (President)	Ben Rose – Chief Executive Officer
Cr Jackie Massey (Deputy President) (via telephone)	Paul Breman – Executive Manager Corporate and Community
Cr Shane Atherton	Steve Potter – Executive Manager Operations
Cr Anita Lindemann	Jaimee Earl – Minute Taker
Cr Anne Mitchell	
Cr Shane Sercombe	
Cr Chris Smith	
Cr Leanne Wringe	

PUBLIC GALLERY

Nil.

2.1 APOLOGIES

Cr Chaz Newman

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 APPLICATION FOR A LEAVE OF ABSENCE

Nil.

2.4 REQUEST BY CR MASSEY TO PARTICIPATE BY PHONE

EXECUTIVE RECOMMENDATION

That Council:

- 1. Approves 74 Myer Road Denmark as a suitable place for the purpose of Regulations 14A(1)(b) and 14A(4).**
- 2. Approves the participation of Cr Massey at the Special Meeting of Council held 22 December 2020 via telephone pursuant to Regulation 14A(1)(c).**

COUNCIL RESOLUTION 199/20

Moved Atherton Seconded Cr Wringe

That Council:

- 1. Approves 74 Myer Road Denmark as a suitable place for the purpose of Regulations 14A(1)(b) and 14A(4).**
- 2. Approves the participation of Cr Massey at the Special Meeting of Council held 22 December 2020 via telephone pursuant to Regulation 14A(1)(c).**

CARRIED 7/0

Cr Massey joined the meeting via telephone at 4.35pm.

3 ANNOUNCEMENTS FROM PRESIDING MEMBER

South-west ABC radio media have contacted the Shire President in relation to this meeting.

4 DECLARATION OF INTEREST

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Councillors to ensure that a financial/impartiality interest is declared and that they refrain from voting on any matter, which is considered to come within the ambit of the Act.

Nil.

5 PUBLIC QUESTION TIME

Nil.

6 REPORTS OF OFFICERS

6.1 DRAFT LONG TERM FINANCIAL PLAN 2020 - 2040

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Maureen Keegan, Manager Executive Services
Responsible Manager	Ben Rose, Chief Executive Officer
Attachments	6.1 (1) – LTFP 2020-2040
Voting Requirements	Absolute Majority

Recommendation
That Council adopt the Long Term Financial Plan 2020 – 2040 as attached at Appendix 6.1(1).

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.4	Demonstrate sound financial planning and management including revenue/expenditure review and revenue diversification strategies and long-term financial planning.

EXECUTIVE SUMMARY

Council are requested to adopt the Draft Long Term Financial Plan 2020-2040 (Plan).

The Plan is part of the Shire’s ongoing commitment to planning for the future of the district. Despite the current uncertain times, it provides the Shire and the community with a picture of the Shire’s long term financial and asset management circumstances and assists us to meet our strategic objectives, both during and beyond the COVID-19 Pandemic.

The key components of the Plan are:

- Planning for a Sustainable and Stable Future
- Overall Financial Strategy
- Significant Financial Challenges
- Forecast Capital Projects

BACKGROUND

The Long Term Financial Plan was previously adopted by Council in 2013 and 2017. The requirements for a Long Term Financial Plan review is a minor review each year and a major review conducted every 4 years in line with the review of the Strategic Community Plan and Corporate Business Plan, and other informing documents.

Council has participated in four workshops throughout the development of the Draft Plan to allow an understanding of the rationale behind the data.

FINANCIAL IMPLICATIONS

The financial implications of the activities and projects contained in the Plan are contained within the document itself. The forecasts contained within will be used as a basis for producing the Draft Annual Budget for 2021-2022.

POLICY COMPLIANCE

Not applicable

STATUTORY COMPLIANCE

Regulation 19DA of the Local Government (Administration) Regulations

“(c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.”

CONSULTATION

Councillors and Senior Staff, with reference to the Strategic Community Plan, Corporate Business Plan, Workforce Plan and Asset Management Plan.

OFFICER COMMENT/CONCLUSION

The Plan is an informing document to the Integrated Planning and Reporting Framework and will support work on our Corporate Business Plan and Workforce Plan to achieve our goals and drive the Shire in achieving its vision of ‘A proud community enjoying our rural lifestyle, cultural heritage and natural environment!’

COUNCIL RESOLUTION 200/20

Moved Cr Lindemann

Seconded Cr Atherton

That Council adopt the Long Term Financial Plan 2020 – 2040 as attached at Appendix 6.1(1).

CARRIED 6/2

Cr Mitchell and Cr Sercombe requested their votes against be recorded

6.2 2019-2020 ANNUAL REPORT

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	NA
Author	Maureen Keegan, Manager Executive Services
Responsible Manager	Ben Rose, Chief Executive Officer
Attachments	6.2 (1) – 2019-2020 Annual Report
Voting Requirements	Absolute Majority

Recommendation
<p>That Council accept the Annual Report for the year ending 30 June 2020 as attached at Appendix 6.2(1).</p>

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.2	Seek a high level of legislative compliance and effective internal controls

EXECUTIVE SUMMARY

The annual report seeks to provide a record of the events and operations of the Shire for the past financial year. The minimum content is prescribed and includes a full copy of the Annual Financial Report and a copy of the Auditor’s report.

The Annual Report is required to be accepted by the Council prior to making it publicly available to the community by posting it on the Shire’s website and presenting it to the Annual General Meeting of Electors.

BACKGROUND

The Annual Financial Statements and Auditors Report were reviewed by the Audit and Risk Management Committee on the 15 December 2020 and received by Council at the 16 December 2020 Ordinary Council Meeting.

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

5.54. Acceptance of annual reports

- (1) *Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.*

** Absolute majority required.*

- (2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

5.55A. Publication of annual reports

The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.

CONSULTATION

The annual report is presented for acceptance prior to calling the Annual General Meeting of Electors.

COUNCIL RESOLUTION 201/20

Moved Cr Atherton

Seconded Cr Mitchell

That Council accept the Annual Report for the year ending 30 June 2020 as attached at Appendix 6.2(1).

CARRIED 7/1

Cr Massey left the meeting at 5.44pm and returned at 5.45pm.

6.3 ANNUAL GENERAL MEETING OF ELECTORS

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	Not Applicable
Author	Maureen Keegan, Manager Executive Services
Responsible Manager	Ben Rose, Chief Executive Officer
Attachments	Nil
Voting Requirements	Simple Majority

Recommendation
<p>That Council</p> <ol style="list-style-type: none"> 1. Schedules the Annual General Meeting of Electors for Wednesday 20 January 2021 commencing at 5:00pm in the Shire of Donnybrook Balingup Council Chamber, 2. Instruct the Chief Executive Officer undertake all statutory advertising.

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	4.1	A strategically focused, open and accountable local government
Strategy	4.1.2	Continue to enhance communication and transparency
Action	4.1.2.1	Ongoing meaningful communication and engagement with residents, ratepayers and stakeholders.

EXECUTIVE SUMMARY

The purpose of this report is for Council to confirm a date for the Annual General Meeting of Electors.

BACKGROUND

In accordance with the provisions of section 5.27 of the *Local Government Act 1995*, a general meeting of electors of a district is to be held once every financial year, but not more than 56 days after the local government accepts the annual report for the previous financial year.

In addition, section 5.29(1) of the Act requires a minimum 14-day notice period of the annual meeting of electors be given via local public notice.

FINANCIAL IMPLICATIONS

Not applicable.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Section 5.27 of the *Local Government Act 1995*.

CONSULTATION

Advertisement via South Western Times, Shire Website and Social Media.

OFFICER COMMENT/CONCLUSION

Giving consideration to the requisite statutory timeframes (in particular the 14 day notice period), the lead time required to lodge a notice in any of the local newspaper publications as necessary for a “local public notice”, it is suggested that Council hold its 2019-20 Annual Meeting of Electors Wednesday 20 January 2021.

Cr Mitchell left the meeting at 5.48pm and did not return.

OUTCOME OF MEETING

Cr Sercombe moved the following amendment that lapsed for want of a seconder:

That Council:

- 1. Schedules the Annual General Meeting of Electors for Wednesday 20 January 2021 commencing at 7:00pm in the Shire of Donnybrook Balingup Council Chamber.***
- 2. Instruct the Chief Executive Officer undertake all statutory advertising.***

COUNCIL RESOLUTION 202/20

Moved Cr Atherton

Seconded Cr Mitchell

That Council:

- 1. Schedules the Annual General Meeting of Electors for Wednesday 20 January 2021 commencing at 5:00pm in the Shire of Donnybrook Balingup Council Chamber.**
- 2. Instruct the Chief Executive Officer undertake all statutory advertising.**

CARRIED 6/1

7 MEETING CLOSED TO THE PUBLIC

7.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

7.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

Nil

6 CLOSURE

The Shire President advised that the next Ordinary Council Meeting will be held on Wednesday 24 February 2021 commencing at 5.00pm.

The Shire President declared the meeting closed at 5.55pm.



MINUTES OF SPECIAL MEETING OF COUNCIL

Purpose:

For Council to:

- 1. Receive Legal Advice**
 - 2. Consider Apple Fun Park Revitalisation Project Tender Submissions**
-

Held on

Wednesday 20 January 2021

Commencing at 3.00 pm

Shire of Donnybrook Balingup Council Chamber

A handwritten signature in black ink, appearing to read 'Ben Rose'.

Ben Rose
Chief Executive Officer

21 January 2021

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**SHIRE OF DONNYBROOK BALINGUP
SPECIAL COUNCIL MEETING MINUTES**

Wednesday 20 January 2021 at 3.00pm

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Shire President – Acknowledgment of Country

The Shire President acknowledged the traditional custodians of the land, the Wardandi People of the Noongar Nation, paying respects to Elders, past, present and emerging.

The Shire Present declared the meeting open at 3.08pm.

Shire President - Public Notification of Recording of Meetings

The Shire President advised that the meeting is being digitally recorded to assist with minute taking in accordance with Council Policy 1.25. The Shire President further stated the following:

If you do not give permission for your participation to be recorded, please indicate this at the meeting. Members are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the Chairperson.

2 ATTENDANCE

COUNCILLORS	STAFF
Cr Brian Piesse (President)	Ben Rose – Chief Executive Officer
Cr Jackie Massey (Deputy President)	Paul Breman – Executive Manager Corporate and Community
Cr Shane Atherton	Damien Morgan – Acting Executive Manager Operations
Cr Anita Lindemann	Shawn Lombard – Principal Project Manager
Cr Chaz Newman	Jaimee Earl – Minute Taker
Cr Shane Sercombe	
Cr Chris Smith	

PUBLIC GALLERY

Nil.

2.1 APOLOGIES

Cr Mitchell and Cr Wringe were apologies to the meeting.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 APPLICATION FOR A LEAVE OF ABSENCE

Nil.

3 ANNOUNCEMENTS FROM PRESIDING MEMBER

Nil.

4 DECLARATION OF INTEREST

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Councillors to ensure that a financial/impartiality interest is declared and that they refrain from voting on any matter, which is considered to come within the ambit of the Act.

Ben Rose declared a financial and impartiality interest in item 7.1.1 'Confidential – Legal Advice' and left the Chamber for the duration of the item.

Paul Breman, Executive Manager Corporate and Community declared an impartiality interest in item 7.1.1 'Confidential – Legal Advice'.

Cr Piesse declared an impartiality interest in item 7.1.1 'Confidential – Legal Advice'.

Cr Sercombe declared an impartiality interest in item 7.1.1 'Confidential – Legal Advice'.

Cr Smith declared a financial interest in item 7.1.2 as his business may be involved in the projector as a sub contractor. Cr Smith left the Chamber for the duration of the item and did not vote on the matter.

5 PUBLIC QUESTION TIME

Nil.

6 REPORTS OF OFFICERS

Nil.

7 MEETING CLOSED TO THE PUBLIC

7.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

The following confidential reports and recommendations have been distributed separately and are not for circulation:

7.1.1 CONFIDENTIAL – LEGAL ADVICE

This report is confidential in accordance with Section 5.23(2) of the *Local Government Act 1995*, which permits the meeting to be closed to the public.

- (a) *a matter affecting an employee or employees.*
- (d) *legal advice obtained, or which may be obtained by the local government and which relates to a matter to be discussed at the meeting.*

7.1.2 CONFIDENTIAL – RFT 05/1920 DESIGN AND CONSTRUCT – APPLE FUN PARK REVITALISATION PROJECT

This report is confidential in accordance with Section 5.23(2) of the *Local Government Act 1995*, which permits the meeting to be closed to the public.

- (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting*

EXECUTIVE RECOMMENDATION

That the meeting be closed in accordance with section 5.23(2) of the *Local Government Act 1995* to discuss the following confidential items:

7.1.1 CONFIDENTIAL – LEGAL ADVICE

7.1.2 CONFIDENTIAL – RFT 05/1920 DESIGN AND CONSTRUCT – APPLE FUN PARK REVITALISATION PROJECT

COUNCIL RESOLUTION 1/21

Moved Cr Massey Seconded Cr Lindemann

That the meeting be closed in accordance with section 5.23(2) of the *Local Government Act 1995* to discuss the following confidential items:

7.1.1 CONFIDENTIAL – LEGAL ADVICE

**7.1.2 CONFIDENTIAL – RFT 05/1920 DESIGN AND CONSTRUCT – APPLE
FUN PARK REVITALISATION PROJECT**

CARRIED 6/1

The meeting was closed to the public at 3.16pm.

Ben Rose, Chief Executive Officer, Damien Morgan, Acting Executive Manager Operations and Shawn Lombard, Manager Principal Project Manager left the Chamber at 3.16pm. Paul Breman, Executive Manager Corporate and Community and Jaimee Earl, Minute Taker remained in the Chamber with Councillors.

COUNCIL RESOLUTION 4/21

Moved Cr Massey Seconded Cr Lindemann

That the meeting be re-opened to the public.

CARRIED 6/0

The meeting was re-opened to the public at 4.18pm.

Cr Smith returned to the Chamber at 4.18pm

7.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

RESOLUTION 2/21

That Council endorses the recommendations outlined in the Confidential Report.

RESOLUTION 3/21

That Council:

- 1. Pursuant to RFT05/1920 Design & Construct – Apple Fun Park Revitalisation, accept the tender from the Preferred Contractor, subject to minor variations to be negotiated in accordance with regulation 20 of the Local Government (Functions and General) Regulations 1996 (FG Regulations).*
- 2. Delegates authority to the Chief Executive Officer to negotiate and agree with the Preferred Contractor minor variations in accordance with regulation 20 of the FG Regulations, subject to there being sufficient funds available within the 2020-21 budget and the variation being limited to no more than 10% of the contract value.*
- 3. Subject to resolutions 1 and 2, authorise the Chief Executive Officer to enter into a contract with the Preferred Contractor to deliver the works as set out in RFT05/1920 Design & Construct – Apple Fun Park Revitalisation.*
- 4. Instructs the Chief Executive Officer to publish the Council Resolution in the Minutes of the 20 January 2021 Special Council Meeting.*

6 CLOSURE

The Shire President advised that the next Ordinary Council Meeting will be held on Wednesday 24 February 2021 commencing at 5.00pm.

The Shire President closed the meeting at 4.19pm.



MINUTES ANNUAL GENERAL MEETING OF ELECTORS

Wednesday 20 January 2021

5.00pm

Shire of Donnybrook Balingup Council Chamber, Donnybrook

Pursuant to Section 5.27 of the *Local Government Act 1995*, a General Meeting of Electors is to be held within a local government district once every financial year.

Meeting advertised for public information as follows:

- West Australian newspaper – 28 December 2021
- Notices posted on noticeboards, website and social media

A handwritten signature in black ink, appearing to read "Ben Rose".

Ben Rose
Chief Executive Officer

21 January 2021

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SHIRE OF DONNYBROOK BALINGUP
MINUTES
ANNUAL GENERAL MEETING OF ELECTORS

To be held at the Shire of Donnybrook Balingup Council Chambers
Wednesday 20 January 2021 at 5.00pm

1 DECLARATION OF OPENING / WELCOME BY SHIRE PRESIDENT

Shire President – Acknowledgment of Country

The Shire President acknowledged the traditional custodians of the land, the Wardandi People of the Noongar Nation, paying respects to Elders, past, present and emerging.

The Shire Present declared the meeting open at 5.01pm and welcomed the public gallery.

Shire President - Public Notification of Recording of Meetings

The Shire President advises that the meeting is being digitally recorded to assist with minute taking in accordance with Council Policy 1.25. The Shire President further states the following:

If you do not give permission for your participation to be recorded, please indicate this at the meeting. Members are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the Chairperson.

2 ATTENDANCE

MEMBERS PRESENT

COUNCILLORS	STAFF
Cr Brian Piesse (President)	Ben Rose – Chief Executive Officer
Cr Jackie Massey (Deputy President)	Damien Morgan – A/Executive Manager Operations
Cr Shane Atherton	Paul Breman – Executive Manager Corporate and Community
Cr Anita Lindemann	Jaimee Earl – Minute Taker
Cr Chaz Newman	
Cr Shane Sercombe	
Cr Chris Smith	

PUBLIC GALLERY

Gwendoline Nidd
Rod Atherton
Peter Hearman
Mark Huitenga
Kerrie Downes
Shaun Nelson

Lucille Piesse
Colin Sharp
Jean Wringe
Simon McInnes
Bruce Hearman
Tony Scaffidi

Clare Rosman
Fred Mills
Peter McCabe
Mike King
John Small

2.1 APOLOGIES / APPROVED LEAVE OF ABSENCE

Cr Mitchell, Cr Wringe, Lui Tuia and Steve Dilley submitted their apologies to the meeting.

3 PRESENTATION

The Shire President, Chief Executive Officer and Executive Manager Corporate and Community provided an overview presentation and a specific presentation in relation to the 2019/20 financial year.

4 2019/20 ANNUAL REPORT

4.1 SHIRE OF DONNYBROOK BALINGUP ANNUAL REPORT 2019/20

RECOMMENDATION

That the Shire of Donnybrook Balingup Annual Report for 2019/20, inclusive of the Shire President's Report, Chief Executive Officer's Report, Auditor's Report and Annual Financial Statements be received.

ELECTOR'S DECISION

Moved Cr Smith

Seconded Bruce Hearman

That the Shire of Donnybrook Balingup Annual Report for 2019/20, inclusive of the Shire President's Report, Chief Executive Officer's Report, Auditor's Report and Annual Financial Statements be received.

CARRIED

5 GENERAL BUSINESS

5.1 QUESTIONS RECEIVED PRIOR TO MEETING

Nil.

5.2 QUESTIONS FROM ELECTORS AT THE MEETING

Peter McCabe

What is the budget for the Apple Fun Park revitalisation?

Shire Response

A Federal grant for \$1,505,009 via the Building Better Regions Fund has been secured.

Tony Scaffidi

In 1994 the arboretum was handed back to Council for full responsibility. 18 months ago it almost went to Kirup but was blocked. There is a committee of volunteers willing to do work at the arboretum, however Council has not allowed it. Why has Council knocked back these volunteers?

Shire Response

We warmly welcome volunteers to assist and we have had communications with the ARBEX group. If members of the group participate in the Shire's mandatory safety induction we would be happy to see them on site.

Tony Scaffidi

If the volunteers pull out, what is Council going to do?

Shire Response

The Shire will manage the reserve within the budget and means available.

Fred Mills

A volunteer waters and maintains street trees in Balingup in his own time and in his own vehicle, and has done for some time. If he pulls out will the Shire be able to provide this in Balingup as it does in other areas?

Shire Response

We would have to look at the trees, their location, how much water is required and other watering options before providing advice.

Fred Mills

The volunteer uses his own fuel and vehicle, but has been provided use of the Balingup water standpipe. He can do up to four trips a day so he has asked for use of a larger tank to carry water?

Shire Response

The new Chair of the Balingup Progress Association has raised this matter with the Chief Executive Officer. The Chief Executive Officer and Shire President met with Minister Murray

yesterday and presented a list of funding projects for his incumbent's consideration heading into the State election – this funding opportunity was included in that discussion.

Colin Sharp

How often do Councillors do a survey of rural roads? Charley Creek Road has not had proper drainage in three years.

Shire Response

The Shire has a gravel road maintenance program that contains a significant amount of regular re-sheeting and maintenance grading. The summer grading takes off gravel and pushes to the side due to the lack of moisture. Winter grading brings the gravel back onto the road and reshapes with water for drainage. We have been noticing a regular reduction in works requests but continue to work within our resource constraints to deliver these services on gravel roads.

John Small

To assist to reduce works and services costs spent on road construction and maintenance, has the Shire looked at contracting out services on rural roads as compared to using internal crews?

Shire Response

Continuous review of service delivery is important and the Shire intends to review this, and other services, as a part of normal business processes.

John Small

Do you know why traffic management were paid from 7am on Newlands Road when the first Shire employee did not show up until 8.40am?

Shire Response

We would be happy to investigate if you could provide some further information following the meeting. There is a requirement for traffic management to be set up prior to work starting. We have also been dealing with vehicle movement bans so there could have been a number of factors involved.

Cr Shane Sercombe

In a media release from the Chief Executive Officer and Shire President regarding the audit report delivering a positive outcome, the Chief Executive Officer stated the audit identified no instances of non-compliance. Is this correct?

Shire Response

The audit was deemed a 'clean audit' (also called an 'unqualified audit') by the Officer of the Auditor General.

Cr Shane Sercombe

The Auditor's Report states the following matters indicated non-compliance – 'asset renewal fund' – do you agree with is a mis-statement of the auditor's opinion?

Shire Response

Please refer to the previous answer. The Office of the Auditor General, via AMD, provided the audit for the 2019/20 financial year.

Cr Shane Sercombe

In the auditor report it states non-compliance with the Local Government Act. Given public inconsistencies what guarantee can be given that the media release and information provided is free of inconsistencies?

Shire Response

Council has accepted the audit report/opinion and has no reason to doubt the advice from the Office of the Auditor General.

Cr Shane Sercombe

Would the Chief Executive Officer and Shire President consider apologising and withdrawing the media release as it contradicts the Office of the Auditor General Report?

Shire Response

Please refer to the previous responses.

5.3 MOTIONS FROM ELECTORS

Decisions made by Electors at an Annual Electors Meeting are presented to a meeting of Council for consideration per Section 5.33 of the *Local Government Act 1995*, which reads:

‘All decisions made at an electors’ meeting are to be considered at the next ordinary council meeting, or if that is not practicable, at the first ordinary council meeting after that meeting or at a special meeting called for that purpose, whichever happens first.’

ELECTOR’S DECISION

Moved Cr Atherton

Seconded Cr Massey

That the Shire Staff and Executive be congratulated on their presentation and performance at the meeting this afternoon.

CARRIED

5 CLOSURE

The Shire President advised that the next Ordinary Council Meeting will be held on 24 February 2021 commencing at 5.00pm in the Shire of Donnybrook Balingup Council Chamber.

The Shire President closed the meeting at 6.24pm and thanked the public gallery for their attendance and interest.



MINUTES OF SPECIAL MEETING OF COUNCIL

Purpose:

**For Council to consider Outsourcing Management of Tuia Lodge
(Confidential Item)**

Held on

Wednesday 27 January 2021

Commencing at 5.00 pm

Shire of Donnybrook Balingup Council Chamber

A handwritten signature in black ink, appearing to read 'BGR & C'.

**Benjamin (Ben) Rose
Chief Executive Officer**

28 January 2021

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**SHIRE OF DONNYBROOK BALINGUP
SPECIAL COUNCIL MEETING MINUTES**

Wednesday 27 January 2021 at 5.00pm

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Shire President – Acknowledgment of Country

The Shire President acknowledged the traditional custodians of the land, the Wardandi People of the Noongar Nation, paying respects to Elders, past, present and emerging.

The Shire Present declared the meeting open at 5.04pm.

Shire President - Public Notification of Recording of Meetings

The Shire President advised that the meeting is being digitally recorded to assist with minute taking in accordance with Council Policy 1.25. The Shire President further stated the following:

If you do not give permission for your participation to be recorded, please indicate this at the meeting. Members are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the Chairperson.

2 ATTENDANCE

COUNCILLORS	STAFF
Cr Brian Piesse (President)	Ben Rose – Chief Executive Officer
Cr Jackie Massey (Deputy President)	Paul Breman – Executive Manager Corporate and Community
Cr Shane Atherton	Jaimee Earl – Minute Taker
Cr Anita Lindemann	
Cr Anne Mitchell	
Cr Chaz Newman	
Cr Chris Smith	
Cr Leanne Wringe	

PUBLIC GALLERY

Nil.

2.1 APOLOGIES

Cr Shane Sercombe tendered his resignation at 4.58pm effective immediately and as such was not in attendance at the meeting.

Cr Chaz Newman joined the meeting at 5.48pm.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 APPLICATION FOR A LEAVE OF ABSENCE

Nil.

3 ANNOUNCEMENTS FROM PRESIDING MEMBER

The Shire President noted Cr Shane Sercombe's letter presented prior to the Special Council Meeting tendering his resignation effective immediately.

4 DECLARATION OF INTEREST

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Councillors to ensure that a financial/impartiality interest is declared and that they refrain from voting on any matter, which is considered to come within the ambit of the Act.

Nil.

5 PUBLIC QUESTION TIME

Nil.

6 REPORTS OF OFFICERS

Nil.

7 MEETING CLOSED TO THE PUBLIC

7.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

The following confidential report and recommendation have been distributed separately and are not for circulation:

7.1.1 CONFIDENTIAL – TUIA LODGE OUTSOURCING ARRANGEMENT

This report is confidential in accordance with Section 5.23(2) of the *Local Government Act 1995*, which permits the meeting to be closed to the public.

- (a) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting*

EXECUTIVE RECOMMENDATION

That the meeting be closed in accordance with section 5.23(2)(a) of the *Local Government Act 1995* to discuss item 7.1.1 'Confidential –Tuia Lodge Outsourcing Arrangement'.

COUNCIL RESOLUTION 5/21

Moved Cr Lindemann Seconded Cr Mitchell

That the meeting be closed in accordance with section 5.23(2)(a) of the *Local Government Act 1995* to discuss item 7.1.1 'Confidential –Tuia Lodge Outsourcing Arrangement'.

CARRIED 7/0

The meeting was closed to the public at 5.12pm.

COUNCIL RESOLUTION 6/21

Moved Cr Mitchell Seconded Cr Wringe

That the meeting be re-opened to the public.

CARRIED 8/0

The meeting was re-opened to the public at 7.35pm.

7.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

RESOLUTION 5/21

That Council instruct the Chief Executive Officer to release the attached Business Plan for a Major Land Transaction for statutory consultation, as per section 3.59 of the Local Government Act 1995.

6 CLOSURE

The Shire President congratulated the Chief Executive Officer and Executive Manager Corporate and Community for their hard work in relation to the item.

The Shire President advised that the next Ordinary Council Meeting will be held on Wednesday 24 February 2021 commencing at 5.00pm.

The Shire President closed the meeting at 7.36pm.



AUDIT AND RISK MANAGEMENT COMMITTEE MEETING MINUTES

Held on

Thursday 28 January 2021

Commencing at 4.00pm

Shire of Donnybrook Balingup Council Chambers, Donnybrook

A handwritten signature in black ink, appearing to read 'Ben Rose'.

Ben Rose
Chief Executive Officer

29 January 2021

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SHIRE OF DONNYBROOK BALINGUP
AUDIT AND RISK MANAGEMENT COMMITTEE MINUTES

Held at the Council Chamber
Thursday 28 January 2021 at 4.00pm

1 DECLARATION OF OPENING

Chairperson – Acknowledgment of Country

The Chairperson acknowledged the traditional custodians of the land, the Wardandi People, and the Noongar Nation, paying respects to Elders, past and present and emerging.

The Chairperson declared the meeting open at 4.00pm and welcomed the members of the committee.

2 ATTENDANCE

MEMBERS PRESENT

COUNCILLORS	STAFF
Cr Jackie Massey (Deputy Shire President) Cr Leanne Wringe Cr Chaz Newman	Ben Rose - CEO Paul Breman – EMCC
EXTERNAL MEMBERS	GUEST
Mr Ian Telfer – Chairperson Ms Carly Anderson	Cr Brian Piesse – Shire President (Ex-Officio)

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

3 ANNOUNCEMENTS FROM CHAIRPERSON

Nil.

QUESTIONS RECEIVED PRIOR TO THE MEETING

Mr John Bailey

Good morning Ian, For your information.

As the Audit Committee has a delegation(1.1.1), will the meetings be public with question time as per the LG Act?

What meeting was the 2018 Review presented to Council?

17. CEO to review certain systems and procedures (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to — (a) risk management; and (b) internal control; and (c) legislative compliance. (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years. (3) The CEO is to report to the audit committee the results of that review. [Regulation 17 inserted in Gazette 8 Feb 2013 p. 868.]

Will the Audit Committee report to council on the results of the review?

(c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to — (i) report to the council the results of that review; and (ii) give a copy of the CEO's report to the council.

On the 3rd of December 2020, I put the following question to CEO Rose and Councillors. and received no response!

Re, Audit and risk committee charter.

Page 3 of the report of the Audit and Risk Committee Charter; The committee will ensure openness in the Shire's financial reporting.

Can anybody explain the rational of removing the word, Ensure and replacing it with encourage ?

Re, The Office of the Auditor General's Report.

Item 4 of that report states, During our sample testing of payments made throughout the year, we identified nine out of twenty five (36%) payments sampled where the authorised purchase order was dated after the corresponding supplier invoice. Does this indicate suppliers had a free rein to set their prices?

Shire Response

Questions noted by the Committee. Chief Executive Officer to co-ordinate advice.

Mr Shane Sercombe

Findings identified during the Interim Audit – Audit and Risk Management Committee Update
Item #5 -

- 3. Development of a grant register to capture and classify revenue in accordance with AASB 15 and AASB 1058.
- 4. Developed an ongoing

Evidence of a grant register? (No Grants register in Annual Report)



Donnybrook-Balingup - Compliance Audit Return 2020

1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?	N/A		Ben Rose
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Would VC Mitchell meet the criteria if leased to a Trading Entity?

3	s7.3(1) & s7.6(3)	Was the person or persons appointed by the local government to be its auditor appointed by an absolute majority decision of council?	N/A	Auditor General	Paul Breman
4	s7.3(3)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor a registered company auditor or an approved auditor?	N/A	Auditor General	Paul Breman

Is the answer to 3. No?

Has AMD been our Auditor for more than 7 years?

10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives and scope of the audit, a plan for the audit, details of the remuneration and expenses paid to the auditor, and the method to be used by the local government to communicate with the auditor?	N/A	Auditor General	Paul Breman
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Is the answer No?

4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes		Loren Clifford
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No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report.	Yes	Report completed but not received by the Council prior to completion of this return.	Paul Breman

Is the answer No?

2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2020? If yes, please provide date of council's resolution to accept the report.	Yes	Received by the Audit and Risk management Committee 29/01/2021	Paul Breman
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Is the answer No?

10	s6.4(3)	By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?	Yes	Approval gained for extension to 30 November 2020, submitted prior to this time.	Paul Breman
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Is the answer No?

2	F&G Reg 11A(1)	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Loren Clifford
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Did the Goods Shed kitchen go to Public Tender?

5.4. Tender Exemptions

Public tenders are not required under the Local Government (Functions and General) Regulations 1996, Regulation 11(2) when:

6	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes		Loren Clifford
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The Fun Park tender price and date changed?
Was notice given?

Shire Response

Questions noted by the Committee. Chief Executive Officer to co-ordinate advice.

4 DECLARATION OF INTEREST

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Committee Members to ensure that a financial/impartiality interest is declared and that they refrain from voting on any matter, which is considered to come within the ambit of the *Act*.

Nil.

5 CONFIRMATION OF MINUTES

Minutes of the Audit and Risk Management Committee meeting held 15 December 2020 are attached (Attachment 5(1)).

EXECUTIVE RECOMMENDATION

That the Minutes of the Audit and Risk Management Committee meeting held 15 December 2020 be confirmed as a true and correct record.

COMMITTEE RESOLUTION

Moved Cr Massey Seconded Cr Wringe

That the Minutes of the Audit and Risk Management Committee meeting held 15 December 2020 be confirmed as a true and correct record.

CARRIED 4/0

6 REPORTS OF OFFICERS

6.1 AUDIT AND RISK MANAGEMENT COMMITTEE MEETINGS 2021

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Maureen Keegan, Manager Executive Services
Responsible Manager	Paul Brehan, Executive Manager Corporate and Community
Attachments	Nil
Voting Requirements	Simple Majority

Executive Recommendation									
<p>That the Audit and Risk Management Committee:</p> <ol style="list-style-type: none"> Set the following schedule for Audit and Risk Management Committee Meetings in 2021: <table style="margin-left: 40px;"> <tr> <td>Thursday 15 April 2021</td> <td>5pm</td> <td>Council Chambers</td> </tr> <tr> <td>Thursday 15 July 2021</td> <td>5pm</td> <td>Council Chambers</td> </tr> <tr> <td>Thursday 14 October 2021</td> <td>5pm</td> <td>Council Chambers</td> </tr> </table> Acknowledge there may be requirement for additional meetings throughout the year at the discretion of the Presiding member. 	Thursday 15 April 2021	5pm	Council Chambers	Thursday 15 July 2021	5pm	Council Chambers	Thursday 14 October 2021	5pm	Council Chambers
Thursday 15 April 2021	5pm	Council Chambers							
Thursday 15 July 2021	5pm	Council Chambers							
Thursday 14 October 2021	5pm	Council Chambers							

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.3	Monitor and measure organisational performance

EXECUTIVE SUMMARY

The Department of Local Government Sport and Cultural Industries (DLGSCI) recommends the Audit and Risk Management Committee (ARMC) meet at least quarterly with additional meetings convened at the discretion of the presiding member. The ARMC Charter adopted in October 2020, outlines that the Committee shall meet as often as it determines.

To allow staff and committee members the opportunity to plan and prepare for meetings and to ensure the ARMC has the opportunity for regular oversight of the Shires functions, it is recommended that quarterly meetings dates are set each calendar year.

The meeting dates suggested are in line with the Council's Meeting schedule and generally align with the expected timing of the 2021-22 Draft Budget, Compliance Audit Return, and the Annual Financial Statements.

- Thursday 15 April 2021
- Thursday 15 July 2021
- Thursday 14 October 2021

Meetings are scheduled to commence at 5pm and are held in the Council Chambers.

The 28 January 2021 meeting is regarded as the first meeting of the 2021 year. An additional meeting may be called in November or December to review the Auditor's report.

BACKGROUND

Since the creation of the ARMC, meetings have been held as and when required, sometimes with minimal notice for staff to prepare the required reports or for members to be able to attend due to prior commitments.

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Not Applicable.

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

Setting a structure for meetings will ensure the Committee members can incorporate meetings into their diaries well in advance.

COMMITTEE RESOLUTION

Moved C Anderson

Seconded Cr Wringe

That the Audit and Risk Management Committee:

- 1. Set the following schedule for Audit and Risk Management Committee Meetings in 2021:**

Thursday 15 April 2021	5pm	Council Chambers
Thursday 15 July 2021	5pm	Council Chambers
Thursday 14 October 2021	5pm	Council Chambers

- 2. Acknowledge there may be requirement for additional meetings throughout the year at the discretion of the Presiding member.**

CARRIED 4/0

6.2 LOCAL GOVERNMENT (AUDIT) REGULATIONS 17 REPORT

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Maureen Keegan, Manager Executive Services
Responsible Manager	Paul Breman, Executive Manager Corporate and Community
Attachments	6.2(1) – AMD LG (Audit) Regulations 17 Report 6.2(2) – Status LG (Audit) Regulations 17 Findings
Voting Requirements	Simple Majority

Executive Recommendation
<p>That the Audit and Risk Management Committee:</p> <p>1. Receive the attached report from the Chief Executive Officer in accordance with Local Government (Audit) Regulation 17(3).</p>

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.3	Monitor and measure organisational performance

EXECUTIVE SUMMARY

The Local Government (Audit) Regulations 1996 r.17 states the CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures not less than once in every 3 financial years in relation to:

- risk management; and
- internal control; and
- legislative compliance.

The CEO is to report to the audit committee the results of that review - Regulation 17 Review (Review).

The last Review was undertaken by AMD Chartered Accountants in December 2018 and the results released to the Shire in February 2019 (attachment 6.3(1)).

A status report on the identified actions from the Review and their status of resolution is at attachment 6.3(2).

Whilst completing the 2020 Compliance Audit Return questionnaire, the Executive Manager Corporate and Community (EMCC) noticed that there is no record of the 2018 Review being presented to the Audit and Risk Management Committee.

To rectify this oversight in the process, the 2018 Regulation 17 Review and actions status report is presented to the Committee (6.3(1)).

BACKGROUND

The Shire engaged AMD Chartered Accountants in November 2014 and 2016 to conduct external assessments on the appropriateness and effectiveness of the Shire's systems and procedures, in accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*.

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Local Government (Audit) Regulations 1996 r.17

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

The next Regulation 17 Review is due to be conducted by December 2021. The Audit and Risk Management Committee will be updated with the progress of achieving the recommended changes at future meetings of the Committee.

EXECUTIVE RECOMMENDATION

Moved C Anderson

Seconded Cr Massey

That the Audit and Risk Management Committee:

- 1. Receive the attached report from the Chief Executive Officer in accordance with Local Government (Audit) Regulation 17(3).**

AMENDMENT

Moved Cr Wringe

Seconded Cr Massey

That the Audit and Risk Management Committee:

1. Receive the attached report, *including the updated status report*, from the Chief Executive Officer in accordance with Local Government (Audit) Regulation 17(3).

CARRIED 4/0

COMMITTEE RESOLUTION

Moved C Anderson

Seconded Cr Massey

That the Audit and Risk Management Committee:

1. Receive the attached report, including the updated status report, from the Chief Executive Officer in accordance with Local Government (Audit) Regulation 17(3).

CARRIED 4/0

6.3 LOCAL GOVERNMENT ACT REVIEW AND SHIRE COMMENT

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Maureen Keegan, Manager Executive Services
Responsible Manager	Paul Breman, Executive Manager Corporate and Community
Attachments	6.3(1) – LG Review Recommendations and Shire Comment
Voting Requirements	Simple Majority

Executive Recommendation
<p>That the Audit and Risk Management Committee:</p> <p style="padding-left: 40px;">1. Receive the information provided in the Local Government Act Review document as attached in 6.3(1).</p>

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.2	Seek a high level of legislative compliance and effective internal controls

EXECUTIVE SUMMARY

The Committee is requested to receive the LG ACT Review Recommendations and Shire comments as attached (6.3(1)).

The information is provided to the Committee to enable members to keep informed of current events in the Industry and consider the potential impacts of the proposed changes. Some of the recommended changes relate directly to the potential future role and function of the Audit and Risk Management Committee. No action by the Committee is expected in the initial instance as it is uncertain as to what extent these recommendations will be taken up by the State Government.

BACKGROUND

In 2017 the McGowan Government announced a review of the Local Government Act 1995 with the objective to have a new, modern Act that is Agile, Smart and Inclusive, to be undertaken by the Department Local Government, Sport and Cultural Industries.

The review was conducted in 2 stages:

Stage one – priority reforms – those issues that were identified as requiring immediate attention.

Stage two – wide ranging reforms

Extensive community consultation was undertaken on stage two of the review between 2018-2019 and the final report was released in May 2020.

A matrix of the 65 findings in the Final Report was created and where appropriate, brief commentary has been added on the potential impact to the Shire of Donnybrook Balingup in regard to the organisation and the Audit and Risk Management Committee.

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Not Applicable

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

As information becomes available in the future concerning the actions of the State Government, the Audit and Risk Management Committee will be updated.

EXECUTIVE RECOMMENDATION

Moved Cr Wringe

Seconded Cr Massey

That the Audit and Risk Management Committee:

- 1. Receive the information provided in the Local Government Act Review document as attached in 6.3(1).**

AMENDMENT

Moved Cr Wringe

Seconded Cr Massey

That the Audit and Risk Management Committee:

1. Receive the information provided in the Local Government Act Review document as attached in 6.3(1).
2. Request that the Council recognise the potential impacts to the Shire and the Audit and Risk Management Committee if mandated as legislation.
3. Request that Council instruct the CEO to review the LG Act Review recommendations to identify any initiatives that the Council may be able to implement within existing resource capacity.
4. Be kept updated as to the progress of the LG Act review and any legislative changes.

CARRIED 4/0

COMMITTEE RESOLUTION

Moved Cr Wringe

Seconded Cr Massey

That the Audit and Risk Management Committee:

1. Receive the information provided in the Local Government Act Review document as attached in 6.3(1).
2. Request that the Council recognise the potential impacts to the Shire and the Audit and Risk Management Committee if mandated as legislation.
3. Request that Council instruct the CEO to review the LG Act Review recommendations to identify any initiatives that the Council may be able to implement within existing resource capacity.
4. Be kept updated as to the progress of the LG Act review and any legislative changes.

CARRIED 4/0

6.4 OFFICE OF THE AUDITOR GENERAL FINDINGS – SHIRE IMPACT

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Maureen Keegan, Manager Executive Services
Responsible Manager	Paul Breman, Executive Manager Corporate and Community
Attachments	6.4(1) – OAG Report Findings and Shire Comment
Voting Requirements	Simple Majority

Executive Recommendation

That the Audit and Risk Management Committee:

- 1. Receive the matrix of Shire responses to each of the findings in the Auditor General's General Performance Audit Reports as attached 6.4(1), and**
- 2. Acknowledge the work to be undertaken to align the findings of the individual Office of the Auditor General reports with Shire processes and systems.**

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.3	Monitor and measure organisational performance

EXECUTIVE SUMMARY

The Committee is requested to receive the matrix of Shire responses to each of the findings in the Auditor General Performance Audit Reports (OAG) and acknowledge the work to be undertaken to align the findings with Shire processes and systems.

BACKGROUND

At the 12 November 2020 ARMC meeting, the Committee received the Recommendations and Findings from the Office of the Auditor General Performance Audits Reports and recommended to Council that the Chief Executive Officer prepare a matrix with Shire responses to each of the findings.

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Not Applicable.

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

The attached matrix of findings and recommendations published by the Office of Auditor General from their program of performance audits and the status, priority and progress toward achieving these outcomes demonstrates the increased expectation being applied to the development of local government systems and controls.

There is a steady and continual increase in the external review of local government systems and controls that placed considerable pressure on the level of resource required to meet these expectations.

EXECUTIVE RECOMMENDATION

Moved C Anderson

Seconded Cr Wringe

That the Audit and Risk Management Committee:

- 1. Receive the matrix of Shire responses to each of the findings in the Auditor Generals General Performance Audit Reports as attached 6.4(1), and**
- 2. Acknowledge the work to be undertaken to align the findings of the individual Office of the Auditor General reports with Shire processes and systems.**

AMENDMENT

Moved Cr Massey

Seconded Cr Wringe

That the Audit and Risk Management Committee:

- 1. Receive the matrix of Shire responses to each of the findings in the Auditor Generals General Performance Audit Reports as attached 6.4(1), and**

2. Acknowledge the work to be undertaken to align the findings of the individual Office of the Auditor General reports with Shire processes and systems.
3. **Request that Council consider the risk management implications associated with the findings and recommendations of the OAG Performance Audits and the Shire Executive's Comments in the attachment.**

CARRIED 4/0

COMMITTEE RESOLUTION

Moved Cr Massey

Seconded Cr Wringe

That the Audit and Risk Management Committee:

1. Receive the matrix of Shire responses to each of the findings in the Auditor General's General Performance Audit Reports as attached 6.4(1), and
2. Acknowledge the work to be undertaken to align the findings of the individual Office of the Auditor General reports with Shire processes and systems.
3. Request that Council consider the risk management implications associated with the findings and recommendations of the OAG Performance Audits and the Shire Executive's Comments in the attachment.

CARRIED 4/0

6.5 INTERNAL AUDIT FUNCTION

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Maureen Keegan, Manager Executive Services
Responsible Manager	Paul Breman, Executive Manager Corporate and Community
Attachments	6.5(1) – Interim Audit Findings update
Voting Requirements	Simple Majority

Executive Recommendation
<p>That the Audit and Risk Management Committee recommends:</p> <p>1. Council include for consideration in the 2021-2022 Shire of Donnybrook Balingup Draft Budget an amount of up to \$45,000 toward the establishment of an internal audit function.</p>

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.3	Monitor and measure organisational performance

EXECUTIVE SUMMARY

The Committee recommend to the Council that the Chief Executive Officer prepare a report on the resourcing implications of establishing an internal audit function for presentation to the Committee.

There is no budget allocation in the Shire’s current 2020-21 Budget for a dedicated internal audit function and the recommendation is for the Council to consider such an allocation in the 2021-2022 Draft Budget.

BACKGROUND

Council at the 25 November 2020 ordinary meeting resolved (Resolution 166/20):

- 3. Request the Chief Executive Officer to prepare an item for consideration by the Audit and Risk Management Committee prior to the February 2021 Ordinary Council Meeting, to engage a suitably qualified person/organisation to undertake an Internal Audit function for the Shire of Donnybrook Balingup. The item is to identify an estimate of the employment/contract term***

and the indicative costs to allow Council to consider options for funding this function.

The Audit and Risk Management Committee Charter includes provision of the Shire undertaking internal audit functions which support the Committee objectives:

1. Accept responsibility for the annual external audit and liaise with the Shire's auditor so that Council can be satisfied with the performance of the Shire in managing its financial affairs.
2. Oversee the development, implementation and review of the Shire's risk management framework and monitor ongoing risk management practices across the organisation including the consideration of identified significant risks and the associated risk mitigation measures.

The Department of Local Government Sporting and Cultural Industries (DLGCSI) refer to internal auditing as an "independent, objective assurance and consulting activity designed to add value and improve an organisation's operations by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

There are two resourcing options for the establishment of a dedicated internal audit function being:

1. Resource the role through the recruitment of a skilled person (reporting directly to the Chief Executive Officer) who can undertake the function; or
2. Engage a qualified and experienced Internal Audit firm to conduct an audit program approved by the ARMC.

The internal audit function could include:

- a) Conduct a review of the internal control structure, monitoring the operations of the information systems and internal controls and providing recommendations for improvements;
- b) Risk management and review the Shire Risk Management Framework;
- c) Examination of financial operating information that includes detailed testing of transactions, balances, and procedures;
- d) Review the efficiency and effectiveness of operations and services including non-financial controls of a local government;
- e) Review of compliance with management policies and directives and any other internal requirements;
- f) Review of the annual Compliance Audit Return;
- g) Assist in the CEO's review of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance; and
- h) Specific tasks request

The internal auditor cannot be the same auditor as the external auditor but will provide information to the external auditors.

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Not Applicable.

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

Incorporating an internal audit component will contribute to good governance and has the capacity to add to improved compliance, productivity and efficiency over the longer term.

In relation to the resourcing options available to the Shire to establish an internal audit function, it may recruit for an internal position or procure the services of an experienced and qualified provider.

To successfully recruit an internal audit position will depend on the availability of a local resource with the experience, qualification and independence necessary to undertake the role. The cost of maintaining such a position would depend on the position description, and the scope of the duties, however an indicative resource allocation would be between 1 to 2 days a week. The upper resources requirement of 2 days a week would include a degree of duties around the risk management function. The cost range of 1 to 2 days per week is in the order of \$24,000 to \$48,000 per annum.

To successfully procure an internal audit function from an experienced and qualified provider would be in the order of \$30,000 to \$40,000 which would secure approximately 120 to 165 hours of service. This level of external cost has been estimated by the Executive Manager of Corporate and Community based on experience.

COMMITTEE RESOLUTION

Moved C Anderson

Seconded Cr Wringe

That the Audit and Risk Management Committee recommends:

- 1. Council include for consideration in the 2021-2022 Shire of Donnybrook Balingup Draft Budget an amount of up to \$45,000 toward the establishment of an internal audit function.**

CARRIED 4/0

6.6 COMPLIANCE AUDIT RETURN 2020

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Maureen Keegan, Manager Executive Services
Responsible Manager	Paul Breman, Executive Manager Corporate and Community
Attachments	6.6(1) 2020 Compliance Audit Return
Voting Requirements	Simple Majority

Executive Recommendation
<p>That the Audit and Risk Management Committee recommends to Council that:</p> <p>1. The 2020 Compliance Audit Return for the Shire of Donnybrook Balingup for the period 1 January 2020 to 31 December 2020 be adopted.</p>

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.2	Seek a high level of legislative compliance and effective internal controls.

EXECUTIVE SUMMARY

A Local Government Compliance Audit Return (CAR) is required to be undertaken in accordance with the *Local Government (Audit) Regulations 1996* Reg. 14(1).

The Audit was conducted by staff for the period 1st January to 31st December 2020, within the scope and in the format required by the Department of Local Government, Sport and Cultural Industries.

After conducting the checking process, the 2020 CAR contains a positive compliance response (or not applicable) for 97% of the 99 compliance items with a non-compliance response for 1 item as set out below:

Topic	Item Number	Matter
Optional Questions	5	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?

Optional Questions	6	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?
Optional Questions	1	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report

These non-compliance items have been noted by Staff and are not expected to occur again in the future.

BACKGROUND

The Department of Local Government, Sport and Cultural Industries (DLGSCI) requires local governments to conduct an annual assessment of their compliance with key components of the *Local Government Act 1995* (the Act) and associated Regulations. The 2020 CAR is to be provided to the DLGSCI by 31 March 2021.

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Under *Regulation 14 of the Local Government (Audit) Regulations 1996* the 2020 CAR is to be reviewed by Council's Audit Committee and then report the results of that review to Council for adoption.

A printed copy of the CAR and a copy of minute of the Audit Committee is to be presented to the Council at the next Ordinary Council Meeting for consideration. The minute and recommendation from the Audit and Risk Management Committee to the Council is considered to constitute the report referred to in the legislation.

Following presentation to Council, a certified copy of the 2020 CAR, along with an extract of the minutes of the meeting at which the CAR was adopted by Council, and any additional information, is to be submitted on-line to the Department of Local Government, Sport and Cultural Industries by 31 March 2021.

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

The 2020 CAR contains 99 questions grouped in relation to various compliance areas. The result of the 2020 CAR was a positive compliance response or not applicable response to 96 (97%) of those requirements and three negative responses as set out below:

- **Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?**
A full policy review was scheduled for March 2020 but due to the COVID Pandemic this was delayed and will be presented to Council in March 2021.
- **Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?**
As above
- **Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020?**
If yes, please provide the date of council's resolution to accept the report
A Financial Management System reviews was conducted by AMD Chartered Accountants in December 2018. The report will be presented to the Council at the next opportunity.

The above compliance items are recognised by staff as requiring attention and resources have already been applied to clear these items as soon as possible.

EXECUTIVE RECOMMENDATION

Moved Cr Massey

Seconded C Anderson

That the Audit and Risk Management Committee recommends to Council that:

1. **The 2020 Compliance Audit Return for the Shire of Donnybrook Balingup for the period 1 January 2020 to 31 December 2020 be adopted.**

AMENDMENT

Moved Cr Wringe

Seconded C Anderson

That the Audit and Risk Management Committee recommends to Council that:

1. The 2020 Compliance Audit Return for the Shire of Donnybrook Balingup for the period 1 January 2020 to 31 December 2020 be adopted.
2. The CEO prepare a report identifying the actions to be taken to achieve compliance with the items identified within the 2020 Compliance Audit Return and be presented to the next Audit and Risk Management Committee Meeting.

CARRIED 4/0

COMMITTEE RESOLUTION

Moved Cr Wringe

Seconded C Anderson

That the Audit and Risk Management Committee recommends to Council that:

1. The 2020 Compliance Audit Return for the Shire of Donnybrook Balingup for the period 1 January 2020 to 31 December 2020 be adopted.
2. The CEO prepare a report identifying the actions to be taken to achieve compliance with the items identified within the 2020 Compliance Audit Return and be presented to the next Audit and Risk Management Committee Meeting.

CARRIED 4/0

7 CLOSURE

The Chairperson declared the meeting closed at 6.07pm.

SHIRE OF DONNYBROOK BALINGUP AUDIT AND RISK MANAGEMENT COMMITTEE
LOCAL GOVERNMENT ACT REVIEW FINDINGS AND RISK TO THE SHIRE
AGILE, SMART AND INCLUSIVE

No	Recommendation	Shire Comment
Clear Legislative Intent		
1	<p>The Panel recommends that the new Act be structured and drafted in such a way as to highlight the key strategic elements set out in Part A of this report, and that further consideration be given to the 'two Acts' options presented in Part A, at least as a transitional measure.</p> <p><i>The Panel proposed the new WA Act: Incorporate new measures to expand self-regulation as part of the regulatory regime that can respond quickly to unexpected circumstances, ie Covid-19</i></p>	No assessed material impact for the ARMC to consider.
2	<p>The Panel recommends the following statement of intent (vision) for a new Act:</p> <p>An Act to provide for a system of local government relevant to Western Australia that develops and supports sustainable, accountable, collaborative and capable local governments through democratic representation, the provision of services, opportunities and enhanced well-being for each and every community</p>	No assessed material impact for the ARMC to consider.
3	<p>The Panel recommends the adoption of the following objectives for a new Act:</p> <ul style="list-style-type: none"> a. Democratic and accountable local government that recognises the diversity of and within Western Australia's communities. b. Recognition of the specific needs and culture of Western Australia's Aboriginal people. c. Promotion and improvement of the community's economic, social, and environmental well-being. d. An adaptive and forward-looking legislative framework, which supports and enables councils to provide local leadership for the whole community, and to collaborate with each other and with other key stakeholders at a regional level. e. Open and transparent community participation in the decisions and affairs of local governments. f. Enhanced capability of the local government sector, with a focus on continuous improvement and sustainability. g. Efficient and effective service delivery and regulation that is responsive to current and future community needs. h. Informed decision-making by local governments which is in the interest of their communities, within a legislative framework that supports balance and certainty in relation to the different interests of their communities. i. Accountability of local governments to their communities through processes that demonstrate good governance. j. Support for approaches and opportunities which foster collaboration and cooperation both within the local government sector and across all levels of Government. 	No assessed material impact for the ARMC to consider.
4	<p>The Panel recommends an Act that is considerably shorter, less prescriptive and minimises the use of regulations by establishing clear principles, robust processes, model charters, guidelines, and templates.</p>	Improvement in particular model charters, guidelines, and templates to assist staff with preparation of documents.
5	<p>The Panel recognises the diversity of local governments in Western Australia and supports a new Act which is responsive to this but does not recommend the adoption of a multi-tiered legislative framework.</p> <p><i>Minimum standards to be applied, however may still create a burden on small LG's</i></p>	No assessed material impact for the ARMC to consider.
The Role and Functions of Local Government		

No	Recommendation	Shire Comment
6	The Panel recommends the inclusion of a statement of the role and principal functions of local governments that makes it clear their basic statutory responsibilities, retaining the overall power of general competency in the current Local Government Act.	No assessed material impact for the ARMC to consider.
Guiding Principles		
7	<p>The Panel recommends that the following overarching guiding principles are included in the new Act: To ensure the system of local government is sustainable, accountable, collaborative, and capable, councils should:</p> <ul style="list-style-type: none"> a. Provide democratic and effective representation, leadership, planning and decision- making; b. Be transparent and accountable for decisions and omissions; c. Be flexible, adaptive and responsive to the diverse interests and needs of their local communities, including the traditional owners of the land; d. Consider the long term and cumulative effects of actions on future generations; e. Ensure that, as a general rule, all relevant information is released publicly, readily available and easy to understand; f. Provide services in an equitable manner that is responsive and accessible to the diverse needs of the community; g. Seek to continuously improve service delivery to the community in response to performance monitoring; h. Collaborate and form partnerships with other councils and regional bodies for the purposes of delivering cost-effective services and integrated planning, while maintaining local representation of communities and facilitating community benefit; and i. Participate with other councils and with the State and Federal government in planning and delivery of services, setting public policy and achieving regional, State and Federal objectives. 	7 (g) This requirement suggests there will need to be some KPI setting, monitoring and reporting requirements which may add to administrative costs.
Establishment of a Local Government Commission		
8	<p>The Panel recommends:</p> <ul style="list-style-type: none"> a. The Local Government Grants Commission and the Local Government Advisory Board should be combined into a single body responsible to the Minister and named the Local Government Commission and including the functions of the Grants Commission in accordance with Commonwealth legislation. b. The role of the Local Government Commission should be to: <ul style="list-style-type: none"> (i) Provide recommendations on major local government boundary changes, amalgamations and other necessary reforms; (ii) Manage the distribution of Commonwealth grant funding to local governments in WA; and (iii) Monitor the overall health and performance of the local government sector by identifying key issues and trends, and advise the Government and sector peak bodies accordingly. c. Members should be appointed to the Local Government Commission on the basis of their skills rather than as representatives. d. The Local Government Commission should consider the financial viability of local governments in making recommendations to the Minister. e. The Minister and sector peak bodies should have the power to refer matters to the Commission for assessment and advice. f. The Commission should play an independent role in monitoring the capacity and the financial health of the sector in collaboration with the Auditor General. g. Minor boundary adjustments where both local governments agree should be handled by the department 	<p>The formulation of a Local Government Commission could increase the reporting requirements by LG's and in particular the Audit and Risk Management Committee.</p> <p>8(d) and (f) The Commission would be tasked with assessing financial viability of a local government.</p>
9	The Panel supports a legislative framework for a system of local government which promotes local democracy and has the in-built flexibility to enable different models of governance which facilitate community participation, provide for representation of the whole community, and for efficient and effective service-delivery for the community.	No assessed material impact for the ARMC to consider.

No	Recommendation	Shire Comment
10	<p>The Panel recommends that through their Partnership Agreement and the proposed Local Government Commission, State and local government consider options to facilitate structural reform that will strengthen the capacity and resilience of the local government system. Those options should include:</p> <p>Revised processes for boundary changes and mergers.</p> <p>Substantially increased cooperation between local governments through an enhanced model of joint subsidiaries.</p> <p>Provision for the establishment of community boards within local government areas</p>	<p>10. The establishment of Local Boards within local government areas may increase the level of administrative support required to service these Boards.</p> <p>The joint subsidiary model may offer an enhanced opportunity to reduce service cost but is likely to also reduce representation and flexibility in service delivery.</p>
11	<p>The Panel recommends an additional legislative option for local governments to establish community boards.</p> <p>Key Features:</p> <ul style="list-style-type: none"> • Ultimate authority to rest with 'parent' local government, which would determine the functions and budgets (if any) of boards in its area – the boards would not be incorporated as local governments in their own right. • Empowering the Local Government Commission to require the establishment of boards as part of a merger. • Giving local communities the right to petition the Local Government Commission for the establishment of a board. • No requirements for board to cover the whole of a local government area. • Membership operations ranging from a majority being locally elected to all members being appointed by the 'parent' local government after a community nomination process. • Mechanism for boards to advocate to the 'parent' local government on behalf of their communities, and to play a significant advisory role in planning and budgeting processes. <p><i>LGP: Supporting such boards could have significant workload implications for local government officers and increase complexity for senior officers who have to deal with two distinct bodies.</i></p>	<p>11. Please see comments above regarding resource implications. There may be a cost associated with the election processed for community board</p>
12	<p>The Panel recommends that the new Act should promote, and mandate expanded regional cooperation between local governments by:</p> <ol style="list-style-type: none"> a) Making increased collaboration a specific objective and principle. b) Providing an improved model of joint (regional) subsidiaries that can be used for strategic planning, resource sharing, shared services delivery, and commercial enterprises (see also Recommendations 14 and 39). c) Requiring regional cooperation as part of IPR (see also Recommendation 35). <p><i>LGP: Mandating cooperation diminishes local autonomy and could have significant workload implications for local government officers with, potentially, unclear benefits</i></p>	<p>12. The establishment of a requirement to actively seek collaboration may increase the level of administrative support required to maintain this cooperative approach such as regular meetings and representation.</p>
13	<p>The Panel recommends that consideration also be given to the potential need for a new form of 'regional authority' to enable collaboration on specific issues between governments and with other key stakeholders.</p> <p><i>LGP This is unclear as to how a regional authority would operate and the role of LG's.</i></p>	<p>No assessed material impact for the ARMC to consider.</p>

No	Recommendation	Shire Comment
14	<p>The Panel recommends:</p> <ul style="list-style-type: none"> a) The regional council model is discontinued. b) A flexible model of joint (regional) and single (local) subsidiaries be introduced in order to enable: <ul style="list-style-type: none"> i. collaboration between local governments; and/or ii. involvement of local government in economic development including commercial activities. 	<p>The Shire is not a part of a Regional Council. The only SW Regional Council is Bunbury-Harvey Regional Council - waste management cooperation.</p>
15	<p>The Panel recommends that the new Act include a set of principles for intergovernmental relations that make clear local government's role and obligations as part of the broader system of government, and that underpin a range of ongoing arrangements such as the State Local Government Partnership.</p>	<p>Mandating a role and obligations may result in a higher degree of cost shifting in service delivery from the State to local governments. This would put pressure on the property rate revenue model currently funding local governments as there is a limit as to the level of property rating that would be considered practical.</p>
16	<p>The Panel recommends that the new Act recognises the unique status of Aboriginal people as traditional owners of the land and ensures that they are empowered to engage in decision-making in their local communities.</p>	<p>Dealt with through the Strategic Community Plan.</p>
17	<p>The Panel recommends that further consideration is given to the manner of recognition, and the options for inclusion, engagement and shared decision making between local governments and Aboriginal communities, through consultation with the Department of Premier and Cabinet and the Aboriginal Advisory Council of Western Australia, and with reference to practices in other states, the Northern Territory and New Zealand</p>	<p>As above</p>
18	<p>The Panel recommends further consideration is given to the issue of service delivery by local governments in remote communities, and appropriate adjustments to Integrated Planning and Reporting requirements.</p>	<p>No assessed material impact for the ARMC to consider.</p>
19	<p>Optional preferential voting be adopted in place of the current first past the post system.</p>	<p>Shire received an average of 6 – 9 nominations over the last 5 elections, with 4-5 seats.</p> <p>No assessed material impact for the ARMC to consider.</p>
20	<p>The principle of one vote per person be included in the legislation, subject to Recommendation 21 below.</p>	<p>No assessed material impact for the ARMC to consider.</p>
21	<p>Property franchise voting should be replaced with the requirement for local governments to introduce mechanisms for regular and effective consultation with the business community.</p>	<p>Mandating increased consultation may have an increased cost.</p>
22	<p>Local government elections are held once every four years, two years after but to otherwise accord with the timing of the State election</p>	<p>The ARMC membership is renewed in line with the LG elections. The Committee could choose to add to the Charter the term being 2 years regardless of the ordinary election.</p>
23	<p>All local government elections should be overseen by the Western Australian Electoral Commissioner.</p>	<p>No assessed material impact for the ARMC to consider.</p>

No	Recommendation	Shire Comment
24	Provision in the new Act for electronic/online voting to be introduced in the future once the integrity of the process can be assured (including allowing for a pilot).	Electronic voting may change the cost of elections but would likely increase voter numbers.
25	<p>The Panel makes the following further recommendations in relation to elections:</p> <ul style="list-style-type: none"> a) Postal voting be required, with lodgement of these votes to be allowed in person on and before election day. b) The election process extended to provide more time for the issuing and receipt of postal votes. c) The information local government candidates must provide at nomination should be expanded to ensure that adequate information is given for voters to make an informed decision. Candidate nomination forms should also include declaration of membership of a political party and these forms should be published and available during the election period. d) A caretaker policy should be introduced barring elected members up for re-election from representing the council at events, handing out council grants or donations and moving substantive notices of motion in the period before the election, and a requirement to comply with this policy should be included in the Code of Conduct. e) The donor and the candidate should co-sign each declaration of a gift made. f) Donations via crowd funding platforms should be regulated so far as possible. 	<p>25 (b) Time between close of voting and ballots being received by Shires to be extended to ensure a good capture of ballots.</p> <p>25 (d) Shire current policy under review</p>
26	<p>In respect to elected member representation, the Panel recommends:</p> <ul style="list-style-type: none"> a. Population should be used to determine the number of elected member positions: <ul style="list-style-type: none"> (i) Population of up to 5,000 – 5 councillors (including President). (ii) Population of between 5,000 and 75,000 – 5 to 9 councillors (including Mayor/President). (iii) Population of above 75,000 – 9 to 15 councillors (including Mayor). b. Ward boundary reviews, to ensure equitable representation is maintained, should be conducted every four years by the Office of the Electoral Distribution Commissioners, with the support of the WAEC and should be conducted using similar processes and principles that are in place for state electoral boundaries as contained in the Electoral Act 1907. c. Current classification bands 3 and 4 should not have multiple wards unless the Local Government Commission permits it in the interests of ensuring local democracy is enabled in certain communities. d. The changes to wards and elected member numbers due to the above recommendations should be phased in e. With the introduction of four-year elections, council elected mayors/presidents should be elected for two-year terms. f. No restriction should be placed on the number of terms an elected member or mayor/president can serve 	<p>26 (a) Would see the Shire reduce Council numbers by 4 seats. Mandating the number of Elected Members to 5 can increase the risk of instability in the Council and allow a swing in strategic direction to happen much easier.</p> <p>Nil Wards in Shire</p>
27	The Panel recommends further consideration should be given to strengthening the provisions of the City of Perth Act to reflect the unique role the City of Perth plays in the development of the State economy. In addition, consultation should be undertaken with the City of Perth and other relevant stakeholders as to whether property franchise voting should be retained in the City of Perth.	No assessed material impact for the ARMC to consider.
28	The Panel recommends significant changes in the Act to the current statements of roles and responsibilities for mayors/presidents, councillors and CEOs and that the Act should include a new statement of responsibilities for the 'council' which captures the roles and responsibilities of all councillors acting collectively as the council.	Clarity in the role will add to certainty.

No	Recommendation	Shire Comment
29	<p>The Panel recommends the following as the role of council:</p> <p>The council —</p> <ul style="list-style-type: none"> (a) considers the diversity of interests and needs of the local community; (b) is accountable to the community for the local government’s performance; (c) ensures adequate opportunities and mechanisms for engagement with the local community; (d) ensures the timely development and adoption of the strategic plans, programs and policies of the council and promotes the effective and consistent implementation of these; (e) develops and adopts strategic plans and a budget for the local government; (f) keeps the local government’s resource allocation, expenditure and activities and the efficiency and effectiveness of its service delivery, under review; (g) provides strategic direction to the CEO in order to achieve high-quality administration and performance of the local government’s functions in accordance with the Local Government Act and local government’s policies; (h) carries out an annual performance review of the CEO and in agreement with the CEO adopts Key Performance Targets for the following year; (i) provides a safe working environment for the CEO, officers and councillors; (j) reviews annually the delegations of the council; and (k) performs such other functions as are given to a council by this Act or any other written law. 	<p>29(i) The explicit nature of this requirement may have some impact on relationships between the Council and Individual Councillors and also the relations between elected members and the CEO and Senior Staff.</p>
30	<p>The Panel recommends the following as the role of councillors:</p> <p>A councillor —</p> <ul style="list-style-type: none"> (a) without bias represents the current and future interests of all people who live, work, and visit the district; (b) provides leadership and guidance to the community in the district; (c) facilitates communication between the community and the council; (d) accurately represents to the community the policies and decisions of the council; (e) participates in the development of strategic plans; (f) must be prepared to – <ul style="list-style-type: none"> (i) participate with an open mind in the local government’s decision-making processes; (ii) be an active and contributing member of the council; and (iii) make considered and well-informed decisions; (g) makes all reasonable efforts to acquire and maintain the skills necessary to perform the role of councillor; and (h) performs such other functions as are given to a councillor by this Act or any other written law. 	<p>No assessed material impact for the ARMC to consider.</p>
31	<p>The Panel recommends the following as the role of the mayor/president:</p> <p>In addition to the responsibilities of a councillor, the mayor or president —</p> <ul style="list-style-type: none"> (a) provides leadership and guidance to the community in the whole district; 	<p>No assessed material impact for the ARMC to consider.</p>

No	Recommendation	Shire Comment
	<ul style="list-style-type: none"> (b) carries out civic and ceremonial duties on behalf of the local government; (c) acts as the principal spokesperson on behalf of the council and explains and upholds the decisions of the local government; (d) encourages good working relations between councillors, and between the council and the CEO; (e) provides guidance to councillors about what is expected of a councillor including in relation to: <ul style="list-style-type: none"> (i) the role of a councillor; (ii) the councillor code of conduct; and (iii) standing orders (f) liaises with the CEO on the local government's affairs and the performance of its functions; (g) presides at meetings in accordance with this Act; (h) leads the development of strategic plans; (i) promotes partnerships between the council and key stakeholders; (j) leads and facilitates the presentation of the annual Council budget (k) initiates the annual performance appraisal of the CEO; and (l) performs such other functions as are given to the mayor or president by this Act or any other written law. 	
32	<p>The Panel recommends the following as the functions of the CEO:</p> <ul style="list-style-type: none"> (1) The CEO's functions are to — <ul style="list-style-type: none"> (a) advise and assist the council in relation to the functions of a local government under this Act and other written laws; (b) ensure that timely and accurate advice and information is available to the council so that informed decisions can be made; (c) ensure that the mayor and other councillors are given the administrative and professional support necessary to effectively discharge their role; (d) advise the council on appropriate forms of community engagement; (e) advise and consult the mayor and council on the development and implementation of the strategic plans, programs, strategies, and policies of the council; (f) prepare, in consultation with the mayor and council, the draft budget; (g) ensure that the policies and lawful decisions of the council are implemented in a timely and efficient manner; (h) conduct the day-to-day management of the local government in accordance with the strategic plans, programs, strategies, and policies of the council; (i) ensure the effective and efficient management of the local government in a way that promotes — <ul style="list-style-type: none"> (i) the effective, efficient, and economical management of public resources; (ii) excellence in service delivery; and (iii) continual improvement; (j) maintain systems to enable effective planning and accurate reporting of the financial and service performance of the local government to the council and community; (k) speak publicly on behalf of the local government when approved by the mayor or president to do so; 	<p>32 (1) (i) (iii) increased focus on continual improvement. How will this be assessed, measured and reported.</p>

No	Recommendation	Shire Comment
	<p>(l) be responsible for the employment and management of local government employees, except with respect to the position of CEO, through management practices that —</p> <ul style="list-style-type: none"> (i) promote equal employment opportunities; (ii) are responsive to the local government's policies and priorities; and (iii) provide a safe working environment; <p>(m) ensure the local government complies with this Act and any other written law;</p> <p>(n) ensure that records, proceedings, and documents of the local government are properly kept for the purposes of this Act and any other written law; and</p> <p>(o) perform any other function specified or delegated by the council or imposed under this Act or any other written law as a function to be performed by the CEO.</p> <p>(2) The CEO must inform and consult the council when determining, or making, significant changes to —</p> <ul style="list-style-type: none"> (a) the organisational structure for the staff of the local government; or (b) the processes, terms or conditions that are to apply to the appointment of senior executive officers; or (c) the appraisal scheme that is to apply to senior executive officers. 	
33	<p>1. The Panel recommends that the following community engagement principles should be included in the new Act:</p> <ul style="list-style-type: none"> a. Councils actively engage with their local communities; b. Councils are responsive to the needs, interests and aspirations of individuals and groups within its community; c. Community engagement processes have clearly defined objectives and scope; d. Participants in community engagement have access to objective, relevant and timely information to inform their participation; e. Participants in community engagement are representative of the persons and groups affected by the matter that is the subject of the community engagement; f. Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement; and g. Participants in community engagement are informed of the ways in which the community engagement process will influence council decision-making. <p>The Panel considers the community key to the effective functioning of the local government, with the local government being there for and to respond to the community. It is therefore vital that all segments of the community are heard and can participate in decision-making.</p>	No assessed material impact for the ARMC to consider.
34	The Panel recommends a Community Engagement Charter be required as a mechanism for guiding and enhancing community participation in local decision-making, and that a model charter be prepared to set parameters and provide guidance on mechanisms to be used.	The Shire has a draft policy to be reviewed.
35	<p>The Panel recommends the Annual Electors' Meeting is replaced by an Annual Community Meeting whereby:</p> <ul style="list-style-type: none"> a. As a minimum, councils provide information on their achievements and future prospects; b. Councils report on the local government's financial performance and performance against relevant Council Plans; 	35 (b) This will require a formal performance appraisal system that the Council will need to set and then receive regular monitoring reports. This will increase administrative costs.

No	Recommendation	Shire Comment
	<ul style="list-style-type: none"> c. Both the mayor/president and the Chair of the Audit Committee address the meeting; d. There is ample time for questions; and e. Wider community participation is encouraged through different delivery mechanisms. 	
36	<p>The Panel recommends the following IPR Principles are included in the new Act:</p> <ul style="list-style-type: none"> a. Councils plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services to meet the diverse needs of the local community; b. Strategic planning identifies and incorporates, where appropriate, regional, State and Federal objectives and strategies concerning the economic, social, physical, and environmental development and management of the community; c. Strategic planning addresses the community's vision; d. Strategic planning takes into account the resources needed for effective implementation; e. Strategic planning identifies and addresses the risks to effective implementation; and f. Strategic planning is a key accountability tool that provides for ongoing monitoring of progress and regular reviews to identify and address changing circumstances. 	<p>Shire undertaking a major review of the IP&R suite of documents – SCP, CBP, LTFFP commencing the Strategic Community Plan review in February 2021.</p>
37	<p>The Panel recommends:</p> <ul style="list-style-type: none"> a. IPR be given greater prominence in the new Act as the centrepiece of 'smart' planning and service delivery. b. The new Local Government Commission and the department should take steps to improve understanding and skills across the sector to ensure consistent implementation of IPR requirements. c. IPR provisions in the Act should be expanded to include the issues currently covered in the regulations (suitably updated in accordance with these recommendations). d. IPR provisions and guidelines should be amended to, amongst other things – <ul style="list-style-type: none"> (i) Highlight the central goal of advancing community well-being (economic, social, cultural, and environmental). (ii) Replace the current requirement for a Strategic Community Plan with a more flexible framework for 'Community Strategies'. (iii) Reframe Corporate Business Plans as broader 'Council Plans' prepared by each incoming council. (iv) Mandate deliberative community engagement in the preparation of both Community Strategies and Council Plans. (v) Require a 'regional issues and priorities' section within Council Plans, to be prepared in consultation with neighbouring/nearby local governments. e. Provision should be made for a baseline reporting system as part of the IPR framework, and local governments should be required over time to report against a wider range of performance measures covering financial management, service delivery, governance and community wellbeing. f. Annual reports should include a statement of performance against the objectives, programs and projects set out in Community Strategies and Council Plans. g. The Audit, Risk and Improvement Committee (see Recommendations 53 and 54) should monitor the local government's performance in implementing the IPR framework, including compliance with relevant statutory obligations, and report its assessment to the community (for example, as an addendum to the council's annual report and/or as a statement to the Annual Community Meeting proposed in Recommendation 35). h. That all IPR plans be reviewed every four years (to align with the new election cycle), two years or one year depending on the plan. 	<p>37 (e) (f) A formal performance setting and monitoring system will be required.</p> <p>37 (g) The ARMC would receive quarterly reports on the performance of the IP&R framework.</p> <p>Overall the level of resourced allocated to IPR reporting will need to increase substantially with an associated resource impact.</p>

No	Recommendation	Shire Comment
38	<p>The Panel recommends:</p> <ul style="list-style-type: none"> a. As a minimum, local governments must seek to identify and provide, or offer, to all its citizens, a minimum level of services to meet statutory obligations. b. The Minister should have the power to direct a local government if it fails to provide or offer these services. c. The new Act should incorporate financial sustainability principles which also link to the IPR framework. d. Local government services and programs should be aligned to the IPR framework. e. Local governments conduct regular reviews of services and service levels including community consultation. 	38 (a) (e) Service Level Planning and reporting is a very resource intensive exercise to initiate and maintain.
39	The Panel recommends local governments should continue to play an active role in economic development at both local and regional levels. The IPR framework should encourage local governments to be cognisant of State Government plans when developing strategies for economic development	No assessed material impact for the ARMC to consider.
40	The Panel recommends that the new Act should provide the freedom for local governments to be involved in commercial activities where it is in the public interest and subject to competitive neutrality principles.	This may add commercial risk to the Shire's operations.
41	<p>The Panel recommends that 'beneficial enterprises' not be introduced as a new mechanism for local government commercial activities, but that instead an updated and more flexible subsidiary model should provide for the following:</p> <ul style="list-style-type: none"> a. Local government autonomy to establish a single or joint subsidiary to: <ul style="list-style-type: none"> (i) Carry out any scheme, work or undertaking on behalf of the council; (ii) Manage or administer any property or facilities on behalf of the council; (iii) Provide facilities or services on behalf of the council; and/or (iv) Carry out any other functions on behalf of the council. b. The subsidiary to be established through a charter. c. The charter to be certified by an independent and suitably experienced legal practitioner as within power and National Competition Policy. d. Public notice of the proposal to establish the subsidiary to ensure that there are no private operators that would be significantly disadvantaged. e. The subsidiary to be able to undertake commercial activities (within the limits of competitive neutrality and a thorough risk assessment). f. The subsidiary to have the ability to acquire, hold, dispose of or otherwise deal with property. g. Dividends able to be paid to member local governments. h. The requirement for employees of the subsidiary to be employed under the same award or agreement conditions as the relevant local government/s and within the jurisdiction of the Western Australian Industrial Relations Commission. i. No requirement for ministerial approval at the outset, but reserve powers for the Minister for Local Government to intervene if issues arise should be included. 	See above.
42	The Panel recommends local governments should utilise the subsidiary models and, as a general rule, should not form entities outside this, such as under the Associations Incorporation Act, except as a means of establishing or maintaining partnerships with other local or regional organisations in those instances where the local government is not the dominant party.	No assessed material impact for the ARMC to consider.

No	Recommendation	Shire Comment
43	<p>The Panel recommends the following financial management principles be included in the new Act:</p> <ul style="list-style-type: none"> a. Councils should have regard to achieving intergenerational equity, including ensuring the following: <ul style="list-style-type: none"> (i) Policy decisions are made after considering their financial effects on future generations; (ii) The current generation funds the cost of its services; and (iii) Long life infrastructure may appropriately be funded by borrowings. b. Revenue, expenses, assets, liabilities, investments, and financial transactions are managed in accordance with the council's financial policies and strategic plans; c. Financial risks are monitored and managed prudently having regard to economic circumstances; d. Financial policies and strategic plans, including the Revenue and Rating Strategy and Investment policy, seek to provide stability and predictability in the financial impact on the community; and e. Accounts and records that explain the financial operations and financial position of the council are kept 	<p>The ARMC would have oversight over the financial management principles.</p>
44	<p>Having regard to the need for sound financial decision-making and accountability, the Panel recommends the following:</p> <ul style="list-style-type: none"> a. Local governments should be required to adopt or justify departures from a model investment policy to the Audit, Risk and Improvement Committee and relevant State Government Agency. b. Local governments should be able to use freehold land to secure debt. c. Debt should not be used for recurrent expenditure except in an emergency situation. d. Notice should continue to be required to be given for borrowings not included in the local government's annual budget. e. Building upgrade finance is permitted for specific purposes such as cladding, heritage and green improvements. f. Local governments should adopt program budgeting to more clearly show the actual cost of delivering a service or undertaking an activity. g. Local governments should report on the percentage of their expenditure spent on local businesses in their annual report. 	<p>44 (b) This may encourage default in some cases.</p> <p>44 (f) This requirement may have a resourcing consequence depending on the extent of precision required.</p> <p>44 (g) Systems changes and upgrades may be required to corporate software along with a definition of what constitutes a local business.</p>
45	<p>The Panel recommends that local government procurement thresholds, rules and policies are, where applicable, aligned with the State Government, including (but not limited to):</p> <ul style="list-style-type: none"> a. Tender threshold (currently \$250,000); b. Procurement rules and methods for goods and services under the tender threshold; c. Procurement policies, including sustainable procurement, procuring from disability enterprises, buy local (where 'local' refers to Western Australia or a specific region of the state determined by the local government) and Aboriginal businesses; and d. Using TendersWA as the primary tender platform. 	<p>These changes will require a review of the procurement policy is in place and endorsed by the ARMC.</p>
46	<p>The Panel recommends the development of a model procurement policy for all local governments. If a local government chooses to deviate from the policy, it should to be required to explain its reasoning to the responsible State Government agency.</p>	<p>A model procurement policy would help to reduce variations but may mean the policy requires practices that could have resourcing consequences.</p>
47	<p>The Panel recommends enhancing legislation to regulate and guide the establishment and management of panel contracts.</p>	<p>No assessed material impact for the ARMC to consider.</p>

No	Recommendation	Shire Comment
48	The Panel recommends a requirement for local governments to have an open register of local businesses with local governments determining what is considered 'local' to their community	No assessed material impact for the ARMC to consider.
49	The Panel recommends breaches of the local government procurement rules to be referred to the Office of the Independent Assessor to use the appropriate powers under the new Local Government Act.	No assessed material impact for the ARMC to consider.
50	<p>1. The Panel recommends:</p> <ul style="list-style-type: none"> a. Rate capping should not be introduced. b. Local governments should be required to develop and publish a rates and revenue strategy, that would amongst other things replace the need to have fees and charges set in the annual budget. c. The Economic Regulatory Authority (ERA) should be asked to undertake a review of the rating system, including a thorough examination of the case for the current wide range of exemptions. d. The current rates exemptions should be retained until after the ERA review. e. Property owners seeking an exemption should be regularly required to prove they meet the criteria for an exemption. f. Local governments should charge a separate waste charge applying to all properties which have a waste service, including exempt properties g. The Valuer General should be asked to undertake a review of the rating methodology with the aim of smoothing out significant fluctuations in valuations. 	<p>50 (c) A reduction of the available exemptions could provide a revenue gain from rates. Or may reduce rates depending on the outcome.</p> <p>50 (f) If the Council combines the cost of waste management into general rates, this requirement may reverse that capacity.</p>
51	The Panel recommends that local governments should be able to set reasonable fees and charges according to a rating and revenue strategy, with the oversight of the Audit, Risk and Improvement Committee.	Oversight function of the ARMC specifically identified
52	The Panel recommends that local governments and State Government apply cost recovery principles when setting fees and charges	Any requirement to mandate cost recovery has the potential to impact on subsidised services and facilities such as swimming pools and recreation facilities and libraries. It is likely that subsidy levels will need to be quantified and approved by Council.
53	<p>1. The Panel recommends the role of audit committees be expanded to become Internal Audit, Risk, and Improvement Committees and:</p> <ul style="list-style-type: none"> a. The majority of the Committee members, including the Chair, should be independent of the local government and should be drawn from a suitably qualified panel. b. To address the impost on small local governments, the committee could be established on a regional basis. 	Currently the majority of committee members are councillors (by 1).
54	<p>The Panel recommends the main roles of the Audit, Risk and Improvement Committee should include:</p> <ul style="list-style-type: none"> a. Developing an audit plan which focuses on compliance, risk (including procurement), financial management, fraud control, governance, and delivery of the Council Plans; b. Identifying continuous improvement opportunities and monitoring programs and projects in this area; c. Conducting the mandatory internal audits as outlined in the audit plan; and d. Providing advice to the council in relation to these matters. 	An increased role for the Audit and Risk management Committee which includes mandatory internal audits. This will come at a increased cost and may require additional staff resources to implement findings and improvement plan.

No	Recommendation	Shire Comment
55	<p>In relation to governance, the Panel recommends:</p> <ul style="list-style-type: none"> a. Meeting procedures are standardised across all local governments, allowing for both a committee system and a public briefing system. b. Elected members should be required to lodge a declaration of interest as well as a confirmation of impartiality prior to meetings. c. Elected members who believe that they are unable to maintain impartiality on a particular matter should be permitted to withdraw from that part of the meeting provided a quorum is maintained. d. All votes should be recorded in the minutes on each motion with details of how each councillor voted. e. As a minimum, audio recordings of public parts of council meetings should be available on the local government's website when the minutes become available, with livestreaming to be encouraged. f. CEO contracts should be standardised and consistent with the Public Sector Commission's policy and relevant conditions for public sector employees. g. CEO contracts should be no more than five years and after two terms the local government must readvertise the position. h. The department should facilitate additional oversight in the recruitment and management processes of CEOs. This could include representation on the selection panel and/or screening of applicants. i. Primary and Annual Returns should include disclosure of membership of political parties and associations likely to be seen as exerting an influence on decision- making. 	<p>55 (e) Potential for cost implications for equipment, staff training and software. Quoters have been received for live streaming but this is at a basic level.</p> <p>55 (h) Has the potential to increase cost of recruitment and increase recruitment timelines</p>
56	<p>The Panel recommends the following in relation to training:</p> <ul style="list-style-type: none"> a. New CEOs (including CEOs moving to a substantially larger local government) should be required to undertake training and ongoing professional development as recommended by the selection panel. b. There should be compulsory induction training and ongoing professional development for all councillors, including specific programs for mayors and presidents. c. Training modules for all councillors should include in-depth material on IPR and land use planning. d. The Minister should have discretion to exempt completion of training within the stipulated time on compelling grounds. e. Expanded use of peer review and support should be encouraged both to help improve the performance of individuals and local governments. 	<p>No assessed material impact for the ARMC to consider.</p>
57	<p>The Panel recommends that there should be an early intervention framework of monitoring to support local governments. The department should have additional powers to appoint and support the monitor with councils responsible for the direct costs of the monitor.</p>	<p>No assessed material impact for the ARMC to consider.</p>
58	<p>The Panel recommends the Minister should have the power to direct local governments and make declarations in respect to the Local Government Act during a declared state of emergency.</p>	<p>No assessed material impact for the ARMC to consider.</p>
59	<p>The Panel recommends establishing an Office of the Independent Assessor that should:</p> <ul style="list-style-type: none"> a. Be an independent body to receive, investigate and assess complaints against elected members and undertake inquiries. This removes the CEO from being involved in processing and determining complaints. b. Be a statutory appointment by the Governor. 	<p>No assessed material impact for the ARMC to consider.</p>

No	Recommendation	Shire Comment
	<ul style="list-style-type: none"> c. Upon assessment, refer the complaint back to the council (behaviour-related), the State Administrative Tribunal (SAT) (serious breaches), or to another appropriate body (such as, Corruption and Crime Commission, Public Sector Commission, Ombudsman) according to the subject of the complaint. d. Replace the Standards Panel by investigating and making determinations on Rules of Conduct breaches. SAT will determine the penalties. e. Amongst other powers, have the power to investigate, to order compulsory mediation and to deal with abuses of process. f. Be required to notify the CEO and council of any matters on a confidential basis. 	
60	The Panel recommends consideration should be given to the appropriate recognition and management of complaints by an elected member against a CEO or other senior officer, with one option for these to be investigated by the Office of the Independent Assessor	No assessed material impact for the ARMC to consider.
61	<p>The Panel recommends:</p> <ul style="list-style-type: none"> a. The new Act should set principles for determining classification bands for local governments. b. These classification bands should be used by the Salaries and Allowances Tribunal for determining councillor and CEO payments, as well as providing a framework for distinguishing between local governments in relation to other matters 	No assessed material impact for the ARMC to consider.
62	The Panel recommends the increased harmonisation of local laws through the development of model local laws and deemed provisions.	No assessed material impact for the ARMC to consider.
63	The Panel recommends requiring local governments to justify to the Joint Standing Committee on Delegated Legislation any variation from the model or deemed provisions	No assessed material impact for the ARMC to consider.
64	<p>In relation to WALGA, the Panel recommends:</p> <ul style="list-style-type: none"> a. WALGA not be constituted under the new Act; b. A transition period is provided to ensure continuity in operations of WALGA while it is re-formed under other legislation; and c. Recognition of WALGA's Preferred Supplier Program and mutual insurance coverage in the legislation should be accompanied by appropriate oversight measures, including auditing. 	64 (c) Has the potential to increase subscription fees and insurance if the overheads of operating the schemes increase.
65	<p>The Panel also identified the following operational matters to be considered when drafting the new Act:</p> <ul style="list-style-type: none"> a. The powers of entry in the current Local Government Act should be retained. b. The current evidence requirements in legal proceedings should be retained, however the requirement for the CEO to certify the documents should be removed. This should be delegated and the range of items that can be certified expanded after consultation with local governments. c. The new Act should be updated to reflect the modern signing of contracts. d. A more streamlined ability to dispose of impounded goods needs to be developed for the new Act. e. The new Act should enable councillors and members of the community (in the case of public questions and deputations) to remotely participate in council and committee meetings. f. Employment entitlements for local government employees should be transferrable across all three levels of Government. 	<p>65 (d) Will be an improvement in productivity and administrative processes.</p> <p>65 (e) The equipment and facilities to allow remote participation will come at a cost.</p> <p>65 (f) Has the potential to increase cost in relation to long service leave.</p>

Summary of the Office of the Auditor General Findings by Report

Report Date	Report Title	Key Findings	Recommendations	Shire of Donnybrook Balingup Comments
12/06/2018	1. Timely Payment to Suppliers	<p>Findings:</p> <p>1. Only 3 local governments had policies and procedures that addressed timely payment of suppliers.</p> <p>2. For 13% of payments there was no valid reason why payments were later than supplier requirements or management policy/procedures.</p>	<p>Local governments should:</p> <p>1. have polices or procedures that clearly require payment of invoices within specified periods after receiving the invoice or after the receipt of goods and services (whichever is later)</p> <p>2. ensure they improve administrative processes so that all payments are made in accordance with their policies and procedures.</p> <p>3. improve recordkeeping to ensure that for all payments there are records of the date that the invoice and goods or services were received. Ideally, this information should be recorded in the financial information management system and used as a key date for determining when payments should be made.</p>	<p>The Shire does not have a policy in relation to payment to suppliers. It does have practices that allow it to identify the date of the invoice and the due date.</p> <p>Outcome: A management policy be drafted and presented to the Audit and Risk Management Committee for their information.</p> <p>Priority: Low</p> <p>Resources: Internal</p>
7/05/2018	2. Controls Over Corporate Credit Cards	<p>Findings:</p> <p>1. Overall policies and administrative systems for managing corporate credit cards were appropriate.</p> <p>2. Suitable controls were generally in place for managing credit card use, however most local governments had opportunities for improvement.</p> <p>3. While local governments were reviewing credit card usage, there was inconsistent reporting to Council.</p>	<p>Local governments should:</p> <p>a. ensure policies specify requirements for all key credit card processes</p> <p>b. keep adequate records of all card transactions, including information that describes the nature/purpose of the expenditure and evidence of review and approval</p> <p>c. cancel redundant cards in a timely manner to avoid loss and/or misuse of cards</p> <p>d. regularly monitor outstanding transactions to identify and follow up on long outstanding un-acquitted transactions</p> <p>e. ensure senior management periodically reviews credit card use, to confirm compliance with policies and to identify any abnormal trends. The results of these reviews should be documented and retained.</p>	<p>The Shire has a Corporate Credit Card policy that relates to the CEO. This policy needs to be reviewed and expanded to include OAG recommendations and all CC holders.</p> <p>Outcome: The existing policy is revised to include the Executive Managers Corporate and Community and Operations.</p> <p>Priority: Medium</p> <p>Resources: Internal</p>

Summary of the Office of the Auditor General Findings by Report

Report Date	Report Title	Key Findings	Recommendations	Shire of Donnybrook Balingup Comments
5/10/2018	3. Local Government Procurement	Findings: While all LGs audited had procurement policies and procedures, they are not always effectively and consistently used <ol style="list-style-type: none"> 1. LGs do not always purchase in line with their own policy 2. All LGs had procurement policies but there is opportunity to improve 3. LGs provided staff with procurement training 4. LGs need better procurement oversight and controls 5. Controls over raising and approving purchase orders could be improved 6. LGs should strengthen processes for checking goods and services when receiving them 7. LGs had weaknesses in their segregation of duties 8. Procurement decisions and conflict of interest considerations need to be better documented 9. Exemptions from seeking quotes are regularly used, but are poorly documented and not always justified 10. Recording of tender processes and conflict of interests could be improved 	Local governments should: <ol style="list-style-type: none"> a. All LGs, including those not sampled in this audit, should review their policies, processes and controls against the focus areas of our audit in Appendix 1. b. Each LG we audited should provide an action plan to address this recommendation, table it with their Council, and make it available on their website, as per the Local Government Act 1995. 	The Shire has a Purchasing-Tendering-and-Buy-Local-Policy. However, the implementation of the policy and adherence requires greater focus. <p>Outcome:</p> <ol style="list-style-type: none"> 1. Policy to be reviewed. 2. Purchasing policy to be included in the Shire Induction. 3. Internal auditing of purchase orders and invoice dates and sign off to be conducted. 4. Utilisation of the Requisition creation in Synergy. 5. Account owners to be set up for oversight and accountability of budget expenditure. <p>Priority: Medium</p> <p>Resources: Internal for the Policy review. Internal Audit services may require external resources to be procured or additional staff resources.</p>
16/03/2019	4. Management of Supplier Master Files	Findings: <ol style="list-style-type: none"> 1. Most entities need to improve their policies and procedures. 2. Entities need better controls over creation and amendment of supplier records. 3. Most entities need to improve the management of their supplier master files. 4. Most entities need to formally monitor compliance with their policies on a periodic basis. 5. Conflicts of interest were not declared or effectively managed at 3 entities. 	Entities (including local governments) should: <ol style="list-style-type: none"> a. have policies and procedures that include comprehensive guidance for employees to effectively manage supplier master files. b. ensure that all additions or amendments to supplier master files are subject to a formal independent review to confirm validity and correctness. c. regularly review employees' access to create or amend supplier master files to prevent any unauthorised access, and ensure adequate segregation of duties between those amending the master files and those approving payments. d. ensure all key information is input at the time of creating a new supplier record e. apply consistent naming conventions for supplier records, to avoid suppliers being registered under multiple names. f. ensure that documentary evidence is retained for all additions and amendments to supplier master files and there is a record of the reason for amending the supplier record. g. include a requirement for a formal and periodic internal review to identify incomplete, incorrect, duplicate, or redundant supplier records. 	Basic internal controls are in place surrounding changes to the Supplier master files. These controls have been reviewed as part of the annual audit and include reviews and documentation of changes to the supplier master file. <p>Segregation of duties occur to the degree permitted by staff numbers however declarations of interest are not documented or proactively investigated.</p> <p>No formal or periodic review or audit of the supplier Masterfile data is undertaken by management or staff due to resource levels.</p> <p>Access controls are applied by the Synergy ERP system.</p> <p>Outcome: Internal Policy and procedure review.</p>

Summary of the Office of the Auditor General Findings by Report

Report Date	Report Title	Key Findings	Recommendations	Shire of Donnybrook Balingup Comments
			<p>h. ensure any actual, potential, or perceived conflicts of interest are declared and effectively managed, and that relevant employees are not involved in the procurement from, or management of supplier records in respect of their related suppliers.</p>	<p>Priority: Medium</p> <p>Resources: Internal for the Policy and Procedure review. The application of Internal Audit practices and data consistency review would require external resources to be procured or additional staff resources.</p>
17/04/2019	<p align="center">5. Records Management in Local Government</p>	<p>Findings: Recordkeeping plans are approved but lack supporting policies and procedures.</p> <ol style="list-style-type: none"> 1. Recordkeeping plans are current and approved. 2. Recordkeeping plans are not supported by adequate LG policies and procedures. or <ul style="list-style-type: none"> · Records are often held too long. · Important records are not properly managed. · Some records were missing or difficult to find. · Records were often stored outside records management systems. · Protection of records is mixed. · Physical records were generally well managed. · Digital records recovery could be better. 3. Implementation of recordkeeping plans is poor. 4. More regular and thorough records training is needed. 5. LGs do limited monitoring of staff records management practice. 	<p>All local governments, including those not sampled in this audit, should review their recordkeeping policies and procedures to ensure they adequately support their RKP.</p> <ol style="list-style-type: none"> a. regular and thorough records training b. regular reviews of staff recordkeeping practices c. timely disposal of records d. adequate protection over digital records. 	<p>Outcome: The Shire electronic records programme requires updating. To enable the Shire to adequately meet the OAG recommendations requires:</p> <ol style="list-style-type: none"> 1. New policy and procedures to support the Recordkeeping plan. 2. Upgrade of the SynergySoft Records programme. The new module allows for greater integration with Microsoft products and ease of recording documentation. 3. Training to be conducted for all staff. <p>Priority: High</p> <p>Resources: This is an organisation wide issue which would require dedicated project resources to be advanced. Records management is a fundamental internal control that has resources and additional overhead implications across the organisation. Internal audit resources required and software upgrades and entity wide staff training as well as dedicated project resources.</p>

Summary of the Office of the Auditor General Findings by Report

Report Date	Report Title	Key Findings	Recommendations	Shire of Donnybrook Balingup Comments
15/06/2019	6. Fraud Prevention in Local Government	Findings: 1. Entities have not implemented a coordinated approach to manage their fraud risks. 1.1 Entities have not assessed their business for fraud risks. 1.2 Entities have not planned how to manage fraud risks. 2. Entities could make themselves more fraud resistant if they strengthen their controls. 2.1 Entities need to raise staff awareness of fraud risks. 2.2 Not all conflicts of interest are captured. 2.3 More screening of employees and suppliers would help entities reduce risks. 3. Better reporting avenues would help entities detect and respond to fraud. 3.1 Entities need to better communicate how staff, suppliers and the public can report suspicious behaviour. 3.1.1 Entities should include anonymous reporting options to encourage reporting. 3.2 Entities need to better use information they receive about suspected fraud.	Local governments should: 1. assess fraud risks across their business. 2. develop a Fraud and Corruption Control Plan and review it at least once every 2 years. 3. develop and implement a periodic fraud awareness training program for all staff. 4. ensure that all conflicts of interest are recorded, assessed and appropriate management plans are in place. 5. have policies and procedures in place to verify the identity and integrity of employees and suppliers. 6. document clear internal processes and systems to report any potential fraud, that include anonymous reporting. 7. collect and analyse information received about potential fraud to identify any trends or emerging issues.	Outcome: 1. Fraud and Corruption Control Plan to be created. 2. Fraud awareness training to be provided to staff. 3. Internal Audit activities to be conducted to ensure policies and procedures are in place and implemented and processes are adhered to. Priority: Low Resources: The development and implementation of a fraud and corruption plan with the supporting policies, procedures and ongoing training would require a dedicated resource in relation to the internal audit and training aspect of the plan and any new procedures. The additional training for all staff would also have an immediate impact on productivity across the organisation.
28/06/2019	7. Local Government Building Approvals	Findings: 1. LG Entities adequately assess permit application but can improve their processes. 1.1 LG entities only issued permits when legislative requirements were met. 1.2 Weak controls may lead to inappropriate permit approvals. 1.2.1 Conflicts of interest are not recorded and managed transparently. 1.2.2 Inadequate approval controls increase the rise of unauthorised issue of permits. 2. Process and systems differ across LG entities which leads to inefficiencies. 2.1 Applications are lodged differently. 2.1 LG entities assess certified applications with varying rigour, creating uncertainty for applicants. 2.1 Two LG entities incorrectly recorded application processing times 3. Most permits were issued on time. 3.1 LG entities issued permits in required timeframes. 3.2 Incomplete and incorrect applications often result in longer approval times. 3.3 Reporting of permit information could be improved. 4. LG entities do not effectively monitor and enforce compliance with permits. 4.1 LG entities carried out limited monitoring and inspections of building work. 4.2 LG entities could improve complaints processes to achieve timelier compliance	1. Albany, Gosnells, Joondalup and Mandurah should: a. require written declarations of interest from assessment staff and ensure appropriate mitigation action is taken for any conflicts. b. improve the transparency of their building control activities by providing information about permits, monitoring and enforcement activities, and building related complaints to B&E, community and industry stakeholders. c. develop and implement a risk-based approach to monitor and inspect building works d. improve guidance to staff on how to prioritise and manage building related complaints and enforcement activities to resolve community concerns and non-compliance issues in a timely way. 2. Joondalup and Mandurah should limit the authority and delegation to issue permits only to appropriately trained staff who assess and issue permits. 3. Albany and Joondalup should only start, pause, and stop the clock in accordance with the requirements of the Act. 4. B&E should consult further with LG entities and stakeholders: a. on ways to assist LG entities to implement consistent practices. b. to determine if it will progress or cease development of the centralised e-lodgement and assessment system.	The Executive Manager Operations and the Principal Planner are reviewing the actions suggested and are developing processes and tools to assist with the relevant checks to meet compliance. Outcome: Internal Policy and Procedure review. Priority: High Resources: There is a finite technical resource in the Building and Planning area, which if redirected to achieve the suggested outcomes would have an impact on other service areas including customer service. To achieve increased monitoring and inspection role would require additional technical resources.

Summary of the Office of the Auditor General Findings by Report

Report Date	Report Title	Key Findings	Recommendations	Shire of Donnybrook Balingup Comments
4/05/2020	<p align="center">8. Local Government Contract Extensions and Variations and Ministerial Notice Not Required</p>	<p>Findings: Policies and procedures need to be enhanced to ensure consistent application by staff</p> <p>Contract registers did not include key information for effective contract oversight</p> <p>Some entities need to improve their assessment of contractors' performance before extending contracts</p> <p>Contract variations were not always adequately explained at 2 entities</p> <p>Delegation levels were not always complied with when extending or varying contracts</p>	<p>1. All local government entities, including those not sampled in this audit, should:</p> <p>a. ensure their policies and procedures include comprehensive guidance to staff on recording of contract information and management of contract extensions and variations, so that better practices are consistently applied across the organisation</p> <p>b. establish specific delegated authorisation limits for the approval of contract extensions and variations</p> <p>c. ensure their contract summaries include all key information relating to contracts. The level of information should be based on their assessment of the significance, number and complexity of their contractual arrangements</p> <p>d. ensure that records of key decisions are retained in accordance with their recordkeeping plans and are readily available</p> <p>e. improve review processes relating to contract extensions, including timely and documented reviews of contractor performance before exercising contract extension options</p> <p>f. ensure that contract variations are supported by adequate documentation describing the nature and reasons for the variations, including the associated cost, time and scope implications. The cumulative impact of variations on a contract should also be reviewed and an assessment made of whether a separate procurement process should be undertaken</p> <p>g. ensure that all contract extensions and variations are approved in accordance with approved delegations, to ensure that all contracting decisions are subject to appropriate levels of scrutiny.</p> <p>2. Entities should review their policies and procedures against the principles in Appendix 1.</p>	<p>Policies and procedures to be developed. Greater Governance oversight of tender process and contract agreements and extensions is required to achieve the outcomes and expectations the OAG report.</p> <p>Outcome: Internal Policy and Procedure review.</p> <p>Priority: High</p> <p>Resources: There is a finite technical resource in the Building and Planning area, which if redirected to achieve the suggested outcomes would have an impact on other service areas including customer service.</p> <p>To achieve increased monitoring and inspection role would require additional technical resources.</p>

Summary of the Office of the Auditor General Findings by Report

Report Date	Report Title	Key Findings	Recommendations	Shire of Donnybrook Balingup Comments
25/06/2020	<p align="center">9.</p> <p align="center">Information Systems Audit Report 2020 – Local Government Entities</p>	<p>Findings:</p> <ol style="list-style-type: none"> 1. All of the audited entities had significant gaps in meeting the good practice standard across several control areas (Figure 2). Only 4 entities demonstrated that they were effective, or partially effective in at least 7 of the 14 areas 2. Security policies did not provide direction and support for information security 3. Poor controls risked network and operations security 4. Most entities had business continuity strategies, but few had tested these 5. Poor access management controls resulted in inappropriate access 6. Entities risked not effectively responding to security incidents 7. Information was at risk due to inadequate supplier management controls 8. Physical and environmental security could be improved 9. Information security controls were not considered over the lifecycle of information systems 10. Inadequate human resource security controls could threaten information security 	<p>Locals government entities should:</p> <ol style="list-style-type: none"> 1. understand and assess the risks unique to their business activities and environment to inform their strategy for information security management 2. assess their controls against good practice standards to identify gaps and develop plans to improve information security. Entities can seek further guidance from other good practice standards. For instance, the Australian Cyber Security Centre maintains the Australian Government Information Security Manual: <ol style="list-style-type: none"> 1 to assist entities in protecting their information and systems. The National Institute of Standards and Technology publishes NIST Cybersecurity Framework 2 to help organisations improve the management of cybersecurity risks 3. implement processes to continuously monitor and improve information security controls to ensure they meet entity needs. 	<p>Policies and procedures to be developed. Greater Governance oversight of tender process and contract agreements and extensions is required to achieve the outcomes and expectations the OAG report.</p> <p>Outcome:</p> <ol style="list-style-type: none"> 1. A corporate wide review of IT systems and applications software to establish the gaps and the functionality required to support improvements in productivity. 2. A corporate wide review of IT infrastructure, communications and cabling to establish the gaps in the current setup and how productivity can be improved. 3. Development of a Strategic IT Plan 4. Review of IT practices and procedures 5. Review of IT security practices and systems 6. Review of IT disaster recovery planning and testing regimes. 7. Review of password and access controls and integrate these with HR practices. 8. Implement regular IT security training for all staff with It access. <p>Priority: High</p> <p>Resources: The current internal resource and technical expertise does not cover the scale of skills required to implement the recommended outcomes.</p> <p>External services would be required to undertake the assessment and the planning phase of the outcomes.</p> <p>The findings from the planning and assessment reviews listed in outcomes above would require additional dedicated project resources to implement the major improvements expected to be required.</p>

Summary of the Office of the Auditor General Findings by Report

Report Date	Report Title	Key Findings	Recommendations	Shire of Donnybrook Balingup Comments
30/06/2020	<p style="font-size: 24pt; font-weight: bold; margin: 0;">10.</p> <p style="margin: 0;">Regulation of Consumer Food Safety by Local Government Entities</p>	<p>Findings:</p> <ol style="list-style-type: none"> 1. Nearly 30% of high and medium risk food business inspections were overdue 2. Record management shortcomings have reduced LG entities' ability to effectively regulate food businesses 3. LG entities did not always follow-up food safety issues consistently and enforce compliance 	<p>Local government entities should:</p> <ol style="list-style-type: none"> 1. ensure food business inspections are prioritised and carried out according to their risk classification 2. ensure changes to inspection frequencies are only made based on a documented assessment of compliance history or other urgent requirement 3. improve recordkeeping for food business inspections and compliance reporting to: <ol style="list-style-type: none"> a. better understand inspection and compliance history b. identify compliance issues and follow-up activities c. respond to emerging food safety issues 4. develop procedures and staff guidance to ensure non-compliant food businesses are followed up and Standards enforced in a consistent and timely manner 5. work with the Department of Health in the development and implementation of new electronic food safety inspection and recordkeeping systems. 	<p>The Shire is also experiencing a backlog of inspections of food premises not dissimilar to the level identified in the OAG report. Automated record keeping systems and alert systems are not in place but have the potential to increase efficiency and improve monitoring.</p> <p>Outcomes:</p> <ol style="list-style-type: none"> 1. Increased priority for food premises inspections. 2. Improved record keeping systems and data relating to food premises inspections. 3. Improved automated risk-based systems to update inspection frequencies. <p>Priority: High</p> <p>Resources: There is a finite technical capacity to undertake food premises inspections with the current level of internal resources. Any change to the current level of resources applied with have a compensating reduction in other service levels. External resources may be an option by this would depend on the level of technical qualifications available.</p>
20/08/2020	<p style="font-size: 24pt; font-weight: bold; margin: 0;">11.</p> <p style="margin: 0;">Waste Management Service Delivery</p>	<p>Findings:</p> <ol style="list-style-type: none"> 1. LG entities deliver essential waste collection and drop off services, but few are likely to meet State and community expectations to avoid and recover waste. 2. State and local waste planning and data capture is inadequate. 3. Wider uptake of existing better practice waste management methods could be key to improving waste recovery. 4. The State Government has made good progress since 2016, but LG entities need more support to address local challenges. 	<p>The Waste Authority and Department of Water and Environmental Regulation (DWER) should work together to:</p> <ol style="list-style-type: none"> 1. provide support to LG entities by: <ol style="list-style-type: none"> a. preparing a State waste infrastructure plan to ensure alignment with the State planning framework b. identifying local Perth, Peel and regional reprocessing facility requirements and markets for recyclable materials, particularly for organic materials c. continuing to develop better practice guidance for LG entities to manage key waste streams and problematic wastes d. engaging with individual Perth, Peel and regional LG entities to help understand, identify and address their local challenges, risks and waste management requirements 2. support LG entities to improve the accuracy of their waste and recycling data in line with the Waste Data Strategy by: <ol style="list-style-type: none"> a. providing additional training and guidance for LG entities on data collection, reporting and quality control requirements b. developing and implementing appropriate controls to minimise the risk of inaccurate data supplied by contractors 3. provide LG entities with materials that explain the cost and environmental benefits of adopting a 3-bin FOGO system 	<p>The Shire will await actions by the Waste Authority and Department of Water and Environmental Regulation (DWER) to support and lead local governments in relations to the finding in the OAG report.</p> <p>Outcome: No action at this stage.</p> <p>Priority: Low</p> <p>Resources: There may be some resourcing implications coming from the actions of the Waste Authority and DWER.</p>



Summary of the Office of the Auditor General Findings by Report



Report Date	Report Title	Key Findings	Recommendations	Shire of Donnybrook Balingup Comments
			<p>4. engage with LG entities to develop consistent and regular statewide messages, education and behaviour change programs for all LG entities and contractors that align with Waste Strategy 2030 targets. Waste Authority response: Recommendations supported DWER response: Recommendations supported LG response: LG entities in our sample supported the recommendations for the Waste Authority and DWER. Full responses from LG entities for each of the recommendations, where provided, are included in Appendix 3 Implementation timeframe: December 2021 The Department of Local Government, Sport and Cultural Industries (DLGSC), Waste Authority and DWER should work together to:</p> <p>5. provide guidance for LG entities to collect and publicly report consistent waste and recovery financial and performance data.</p> <p>DLGSC response: Recommendation supported Waste Authority response: Recommendation supported DWER response: Recommendation supported</p> <p>LG response: LG entities in our sample supported the recommendations for the Waste Authority and DWER. Full responses from LG entities for each of the recommendations, where provided, are included in Appendix 3 Implementation timeframe: progressively through to December 2022 LG entities should:</p> <p>6. provide regular community updates on efforts to recover waste and meet Waste Strategy 2030 targets and seek community feedback where appropriate</p> <p>7. consider preparing waste plans, which demonstrate how the LG will contribute to relevant Waste Strategy 2030 headline strategies. These plans should be publicly available</p> <p>8. include performance measures in contracts with service providers to recover more waste without adding significant costs</p> <p>9. consider preparing waste plans, which demonstrate how the LG will contribute to relevant Waste Strategy 2030 headline strategies. These plans should be publicly available</p> <p>8. include performance measures in contracts with service providers to recover more waste without adding significant costs</p> <p>10. consider providing incentives for the community to minimise waste production. LG response: LG entities in our sample generally agreed with the recommendations and indicated that they were preparing waste plans and considering initiatives to improve waste management and help achieve Waste Strategy 2030 targets. Full responses from LG entities for each of the recommendations are included in Appendix 3</p>	


Summary of the Office of the Auditor General Findings by Report


Report Date	Report Title	Key Findings	Recommendations	Shire of Donnybrook Balingup Comments
30/06/2019	<p>12. Verifying Employee Identity and Credentials</p>	<p>Findings:</p> <ol style="list-style-type: none"> 1. Only 3 entities had policies for verifying employee identity and credentials. 2. There were many instances where staff identity or eligibility to work in Australia was not checked. 3. Reference checks were not done for more than half the new employees tested. 4. Some entities were not consistently obtaining work with children checks. 5. Entities need to improve how they monitor existing employees for change in their status 	<p>Public sector entities (including local governments) should:</p> <ol style="list-style-type: none"> 1. have approved policies and procedures for verifying employee identity and credentials which cover: <ul style="list-style-type: none"> • using a 100-point identity check • criminal background checks, based on the risks associated with the position • periodic monitoring of existing employees 2. assess the positions which may require a criminal background or working with children check and ensure that these requirements are clearly documented in position description forms 3. for high risk positions, or positions where there is an ongoing requirement to hold a licence or professional qualification, obtain regular declarations from employees that there is no significant change in their circumstances 4. ensure that sufficient documentary evidence is obtained prior to appointment which supports an employee's <ul style="list-style-type: none"> • identification and right to work in Australia • professional qualifications and memberships • criminal background or capacity to work with children (where necessary) 5. perform appropriate referee checks for all potential employees and ensure that all employees' reference checks are retained in their employee or recruitment file 6. develop a procedure for monitoring the expiry dates of licences, certificates or working with children checks so that they can be followed up with the employee close to expiry date 7. perform periodic criminal background checks for positions which require it. <p>Under section 7.12A of the Local Government Act 1995, all sampled entities are required to prepare an action plan addressing significant matters relevant to their entity for submission to the Minister for Local Government within 3 months of this report being tabled in Parliament and for publication on the entity's website. This action plan should address the points above, to the extent that they are relevant to their entity, as indicated in this report.</p>	<p>Policies are to be developed; however, recruitment practices and onboarding are in place to adhere to the OAG requirements.</p> <p>100-point check is conducted Police Clearance is required – however this is a standard clearance across the organisation.</p> <p>There is no periodical monitoring of existing employees' criminal history. Licence and registration of accreditation are captured, and reminders sent when renewed documents are required. Reference checks are undertaken however there is not a current minimum required.</p> <p>Outcome:</p> <ol style="list-style-type: none"> 1. Policies and procedures to be written and implemented. 2. Regular checks of criminal record in high-risk roles to be undertaken. 3. A minimum of 3 referee checks to be undertaken. 4. Internal audit to be conducted at random intervals to ensure compliance. <p>Priority: Low</p> <p>Resources: Internal resources for policy and procedures review. There will be some resourcing implications in relation to any internal audit function.</p>

**FINDINGS IDENTIFIED DURING THE INTERIM AUDIT –
Audit and Risk Management Committee Update**

Item No	Item	Findings	Recommendations	Management Comment	Progress
1	User access and master file changes Risk Rating: Significant 	We noted the following during our review of the user access and master file changes: <ul style="list-style-type: none"> An independent review of all changes and adjustments made to the payroll or accounts receivable master file is not completed. In particular there is no review for timeliness of changes made, errors, or any other unauthorised changes; and There are a high number of employees with “Super User” access to the Synergy software and a review of user access levels has not been completed. 	We recommend: <ul style="list-style-type: none"> An independent review of all changes made to master-files be conducted periodically; and A review of Synergy user access be completed to ensure access is appropriate based on employee position. 	An independent review of the changes to the accounts payable Masterfile occurs as part of the process for the approval of each payment run. A similar review process will be applied to changes to the Accounts Receivable and Payroll Master files with a completion date expected to be the end of 30 September 2020 A review of the user Synergysoft user access rights is currently underway and is scheduled for completion by the end of 30 November 2020.	A review process for changes to the Payroll Masterfile has been implemented. This item is considered complete . A review of the Synergysoft user access has commenced and is still underway .
2	Independent review and approval Risk Rating: Moderate 	<ul style="list-style-type: none"> Monthly management finance review checklists and the corresponding reconciliations for the months of September, October, November and December 2019 have not been subject to independent review; During our payroll testing on a sample basis, we noted the termination spreadsheet for a former employee had not been signed to evidence independent review and approval; 	We recommend: <ul style="list-style-type: none"> Monthly management finance review checklists and the corresponding reconciliations are independently reviewed. Termination calculation spreadsheets are subject to independent review and sign off; Sundry debtor invoices and credit notes be independently reviewed / approved to ensure that the fees and charges are 	The period relevant to the above finding regarding finance review checklists and a termination spreadsheet occurred during a time of staff upheaval restructure and redundancy relevant to the then Manager of Corporate Services. The review of month end checklists and termination payments are currently undertaken by the EMCC and are completed and up to date. A process of review of sundry debtor invoices currently prepared by the Finance Officer will be developed which will see the Accountant review	No action taken for the current EMCC to go back and review those items identified for a period of time the review role was vacant. This item is considered complete . A review process by the Accountant for Debtors Invoice has been implemented.

		<ul style="list-style-type: none"> Whilst we acknowledge relevant correspondence are attached to sundry debtor invoices and credit notes, our testing indicated no evidence that sundry debtor invoices and credit notes are reviewed prior to issuance; and Our enquiries indicate the Accountant continues to upload and authorise payment runs whilst on leave. 	<p>accurate prior to issuing to the customer; and</p> <ul style="list-style-type: none"> The Shire ensure there is backup personnel available to upload and authorise payments, when individuals are on leave. 	<p>the invoices prior to them being issued.</p> <p>Expected completion date 30 September 2020.</p> <p>The Accountant has informed that on one occasion during the period under review did the Accountant undertake an approval process while on leave, during the Christmas period in 2019. The Accountant have undertaken offsite approval processes while working from home which occurs regularly on a Wednesday.</p>	<p>This item is considered complete.</p> <p>The recommendation is noted, and every attempt will be made to ensure authorisations is not made by staff members on Leave.</p> <p>This item is considered complete.</p>
3	<p>Rate debtors</p> <p>Risk Rating: Moderate</p> 	<p>Whilst rateable value reconciliations have been completed during the year these reconciliations are not subject to independent review and the rates debtor reconciliation has a recurring variance since June 2018.</p>	<p>Rateable value reconciliations be independently reviewed and signed, and the variance in the rates debtor reconciliation be investigated and corrected.</p>	<p>A process for independent review of these rate value and rate debtor reconciliations will be developed and implemented by 30 September 2020.</p>	<p>A formal review process has been developed and implemented.</p> <p>This item is considered complete.</p>
4	<p>Purchase orders dated after invoice</p> <p>Risk Rating: Moderate</p> 	<p>During our sample testing of payments made throughout the year, we identified nine out of twenty five payments sampled where the authorised purchase order was dated after the corresponding supplier invoice.</p>	<p>We recommend purchase orders be completed prior to incurring the expenditure in accordance with purchasing policy requirements.</p>	<p>The majority of these events in relation to the finding appear to be the result of procurement by an offsite operation. Management will issue instructions for adherence to purchasing policy monitor the outcome and encourage compliance in the future.</p>	<p>A general memo has been circulated across the organisation and performance in this area will be monitored by the Accounts Payable Officer.</p> <p>This item is now considered complete..</p>

5	<p>Compliance with legislative changes</p> <p>Risk Rating: Moderate</p> 	<p>The Shire has not completed sufficient preparation and assessment for the implementation of the new accounting standards including adjustments to 1 July 2019 opening balances, in respect to:</p> <ul style="list-style-type: none"> - Revenue AASB 15; - Income for Not For Profits AASB 1058; and - Leases AASB 16. 	<p>To facilitate timely preparation of annual financial report and to ensure compliance with Australian Accounting Standards relating to revenue, income for not for profits and leases, the Shire should complete a detailed assessment for these new standards.</p> <p>In addition, the Shire should also measure the impact of the application of AASB 15, AASB 16 and AASB 1058 as at 1 July 2019 and process appropriate adjustments where required in the accounts, as well as considering the required disclosures in the 30 June 2020 financial report.</p>	<p>The above recommendation includes that ‘the Shire should complete a detailed assessment for these new standards.’</p> <p>At the time of the interim audit visit the Shire had completed its assessment of these standards and had responded as follows:</p> <ol style="list-style-type: none"> 1. Developed a detailed internal procedure for the recognition and treatment of revenue in relation to AASB 15 and AASB 1058. 2. Modified the current revenue chart of accounts creating new general ledger account and income and expense codes with sympathetic descriptions to the revenue categories required for disclosure in the annual financial statements. 3. Development of a grant register to capture and classify revenue in accordance with AASB 15 and AASB 1058. 4. Developed an ongoing reconciliation process for impacted revenue as at 1 July 2019 and subsequent revenue in preparation for adjusting journals to be undertaken at 30 June 2020. 5. Maintained a lease register that would inform the calculation of right of use assets and lease liability calculation although these calculations had yet to be undertaken. 	<p>This item is now considered complete.</p>
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				It is acknowledged that adjusting journal entries as at 1 July 2019 had not occurred at the time of the interim audit however substantial work had occurred at this time on assessing and responding to the fundamental changes required to account for these changes from 1 July 2020.	
6	<p>Timeliness of recording additions</p> <p>Risk Rating: Minor</p> 	Discussions with management indicate infrastructure and building additions totalling \$2,446,349 during the year have not been recorded in the asset register to date.	We recommend all additions are recorded in the asset register in a timely manner.	<p>Timing the addition to the asset register of building and infrastructure assets for the end of the financial year has been the practice for as long as current staff can ascertain.</p> <p>Entry into the asset register will occur in the future when the asset is available for service and when all the transactions in relation to the establishment of the asset have been recorded.</p>	<p>When available, resources will be applied to ensure that assets with a long construction cycle are entered in the register when complete.</p> <p>This issue is considered complete.</p>



Department of
**Local Government, Sport
and Cultural Industries**

Donnybrook-Balingup - Compliance Audit Return 2020

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?	N/A		Ben Rose
2	s3.59(2)(b) F&G Regs 7,8,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2020?	N/A		Ben Rose
3	s3.59(2)(c) F&G Regs 7,8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2020?	N/A		Ben Rose
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2020?	N/A		Ben Rose
5	s3.59(5)	During 2020, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Ben Rose



Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes	Council Resolution 69/20	Loren Clifford
2	s5.16	Were all delegations to committees in writing?	Yes		Loren Clifford
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes		Loren Clifford
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes		Loren Clifford
5	s5.18	Has council reviewed delegations to its committees in the 2019/2020 financial year?	Yes		Loren Clifford
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		Loren Clifford
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes		Loren Clifford
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Loren Clifford
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Loren Clifford
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes		Loren Clifford
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Loren Clifford
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2019/2020 financial year?	Yes		Loren Clifford
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		Loren Clifford

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		Maureen Keegan



No	Reference	Question	Response	Comments	Respondent
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Yes		Maureen Keegan
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		Maureen Keegan
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		Loren Clifford
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2020?	Yes		Loren Clifford
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		Loren Clifford
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		Loren Clifford
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		Maureen Keegan
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		Loren Clifford
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		Loren Clifford
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes		Loren Clifford
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes		Loren Clifford
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes		Loren Clifford



No	Reference	Question	Response	Comments	Respondent
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		Loren Clifford
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?	Yes		Maureen Keegan
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11 (2) was the nature of the interest recorded in the minutes?	Yes		Maureen Keegan
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes		Maureen Keegan
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Maureen Keegan
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A		Maureen Keegan
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?	Yes		Maureen Keegan
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?	Yes		Loren Clifford

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	Yes		Loren Clifford
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes		Loren Clifford



Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	Yes		Loren Clifford
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	Yes		Loren Clifford
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	Yes		Loren Clifford

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Paul Breman
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	Yes	Resolution #69/20 - May 2020	Paul Breman
3	s7.3(1) & s7.6(3)	Was the person or persons appointed by the local government to be its auditor appointed by an absolute majority decision of council?	N/A	Auditor General	Paul Breman
4	s7.3(3)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor a registered company auditor or an approved auditor?	N/A	Auditor General	Paul Breman
5	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2020 received by the local government by 31 December 2020?	Yes	SCM Resolution 201/20 - December 2020	Paul Breman
6	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	Audit Committee 15/10/2020 Report prepared on actions and received by Council OCM 28/10/2020	Paul Breman



No	Reference	Question	Response	Comments	Respondent
7	s7.12A(4)(a)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?	Yes	Report on website	Paul Breman
8	s7.12A(4)(b)	Where the local government was required to prepare a report under s.7.12A(4)(a), was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Yes	21/12/2020	Paul Breman
9	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	Yes	Posted to website 22/12/2020	Paul Breman
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives and scope of the audit, a plan for the audit, details of the remuneration and expenses paid to the auditor, and the method to be used by the local government to communicate with the auditor?	N/A	Auditor General	Paul Breman
11	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes	Audit Report Issued 11/12/2020 Received at SCM 22/12/2020	Paul Breman

Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	28 June 2017	Maureen Keegan
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Res# 172/20 -November 2020	Maureen Keegan
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes		Maureen Keegan



Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A		Maureen Keegan
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	Yes	IADV72956	Maureen Keegan
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		Maureen Keegan
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A		Maureen Keegan
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes	Res#218/19 Dec 2019	Maureen Keegan
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Maureen Keegan

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	Yes		Loren Clifford
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)?	Yes		Loren Clifford
3	s5.121(2)	Does the complaints register include all information required by section 5.121 (2)?	Yes		Loren Clifford
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes		Loren Clifford

Optional Questions					



No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report.	No	Report completed but not received by the Council prior to completion of this return.	Paul Breman
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2020? If yes, please provide date of council's resolution to accept the report.	Yes	Received by the Audit and Risk management Committee 29/01/2021	Paul Breman
3	s5.87C(2)	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift?	Yes		Loren Clifford
4	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, did the disclosure include the information required by section 5.87C?	Yes		Loren Clifford
5	s5.90A(2)	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?	No	Being presented to March 2021 OCM with whole Council Policy review	Loren Clifford
6	s.5.90A(5)	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?	No	Being presented to March 2021 OCM with whole Council Policy review	Loren Clifford
7	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		Loren Clifford
8	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	23 October 2019 Resolution No.165/19	Loren Clifford
9	s5.127	Did the local government prepare a report on the training completed by council members in the 2019/2020 financial year and publish it on the local government's official website by 31 July 2020?	Yes		Loren Clifford
10	s6.4(3)	By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?	Yes	Approval gained for extension to 30 November 2020, submitted prior to this time.	Paul Breman



Tenders for Providing Goods and Services						
No	Reference	Question	Response	Comments	Respondent	
1	F&G Reg 11A(1) & (3)	Does the local government have a current purchasing policy that complies with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Loren Clifford	
2	F&G Reg 11A(1)	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Loren Clifford	
3	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes	E-quotes used for several requests.	Loren Clifford	
4	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		Loren Clifford	
5	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	Yes		Loren Clifford	
6	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes		Loren Clifford	
7	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		Loren Clifford	
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	No	Tender Register was not published on the website.	Loren Clifford	
9	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes		Loren Clifford	



No	Reference	Question	Response	Comments	Respondent
10	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		Loren Clifford
11	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Loren Clifford
12	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	Yes		Loren Clifford
13	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A		Loren Clifford
14	F&G Reg 23(3)	Were all expressions of interest that were not rejected assessed by the local government?	Yes		Loren Clifford
15	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services as an acceptable tenderer?	Yes		Loren Clifford
16	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	Yes		Loren Clifford
17	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	N/A		Loren Clifford
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A		Loren Clifford
19	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A		Loren Clifford
20	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A		Loren Clifford



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
21	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A		Loren Clifford
22	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Yes		Loren Clifford
23	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes		Loren Clifford
24	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	Yes		Loren Clifford

I certify this Compliance Audit Return has been adopted by council at its meeting on _____

Signed Mayor/President, Donnybrook-Balingup

Signed CEO, Donnybrook-Balingup

Bunbury Geographe Sub-regional Strategy

Attachment 1: Schedule of Comments

Part A: Strategy				
Shire issue	Relevant Strategic Directions			Shire Comments
	Theme	Number	Wording	
Provision of critical infrastructure to facilitate urban expansion	Urban Settlement	8	Support the growth of major Towns and Towns to reinforce their ongoing role in the settlement network.	<p>1. Include an additional 'Strategic Direction' as follows:</p> <p><u>Theme:</u> Urban Settlement</p> <p><u>Principle:</u> Promote a diverse urban form to cater for a range of lifestyle options and affordable housing choices</p> <p><u>Proposed New Strategic Direction:</u></p> <p><i>Support low-density residential development permitting on-site sewer provision on the peripheries of Collie, Major Towns, Towns and Villages where it is financially unviable to extend and/or install reticulated sewer.</i></p> <p>2. Include an additional 'Strategic Direction' as follows:</p> <p><u>Theme:</u> Utilities and Services</p> <p><u>Principle:</u> Ensure sustainable regional outcomes by coordinating the provision of infrastructure to support growth.</p> <p><u>Proposed New Strategic Direction:</u></p> <p><i>State Government to provide increased support to the growth of hinterland towns by:</i></p> <p style="margin-left: 40px;">a. <i>reinvesting in the Infill Sewerage Program to expand existing sewer networks,</i></p> <p style="margin-left: 40px;">b. <i>establishing and implementing a cost sharing arrangement with the private sector for pre-funding critical infrastructure to support residential, commercial and industrial growth in hinterland towns.</i></p>
	Urban Settlement	15	Encourage local governments to prepare townsite strategies for hinterland towns to review supply of residential, industrial and commercial land and to identify and respond to opportunities and constraints.	
	Utilities and Services	45	Direct future urban growth to locations that are well serviced by existing infrastructure networks.	
	Utilities and Services	46	Support the provision of sufficient utility, transport, health, education and community infrastructure / services to cater for a growing population and economy across the sub-region.	
	Utilities and Services	47	Support the provision of catalyst infrastructure to stimulate economic investment and service the needs of Bunbury Geographe communities.	
	Utilities and Services	49	Collaborate with infrastructure providers to audit current capacity of electricity, water and sewer infrastructure to help quantify existing growth capacity and thresholds for upgrades.	
Ensuring available land product meets market demand (including rural residential and low density residential)	Urban Settlement	14	Support the identification of new Rural Living areas contiguous or proximate to Collie, Major Towns, and Towns, subject to the criteria contained in <i>State Planning Policy 2.5: Rural Planning</i> . New Rural Living areas are to be identified by local governments in local planning strategies and/or townsite strategies.	<p>3. The Shire is supportive of SD14, which acknowledges the importance of Rural Living options for the growth of hinterland towns. The Shire holds concerns with regard to the implementation of this strategic direction and considers a sub-regional policy will need to be established to provide sufficient guidance.</p> <p>4. SD14 should be amended to include 'Villages', in addition to Collie, Major Towns and Towns.</p> <p>5. With regard to SD18, the Shire supports the use of appropriate innovative approaches to utility provision including solar energy generation and use of ATUs for wastewater disposal. It is recommended that the BGSRS provide LGAs with discretion to support developments and individual landowners to implement technological solutions to utility service delivery. This will support the implementation of any technological advances that may be introduced during the life of the document.</p> <p>6. With regard to SD53, the Shire considers that providing an alternative land product (low density residential / rural residential) is a key component to attracting new residents to hinterland towns.</p>
	Urban Settlement	18	Encourage proponents of urban land developments to investigate alternative models of utility service delivery that provide a standard of service appropriate for the intended use, and that are capable of regulation by the Economic Regulatory Authority.	
	Economy	27	Protect priority agricultural land from incompatible land uses.	

	Lifestyle	53	Embrace the Bunbury-Geographe lifestyle as a key attraction for new residents and visitors to the sub-region.	
	Lifestyle	54	Recognise and value the sub-region's unique and connected communities.	
Provision of suitable 'economic land'	Intervention	3	Provide for the growth of the sub-region's population to 200,000 by identifying sufficient residential and employment land to cater for this target population.	<p>7. The Shire acknowledges that SD3 recognises that provision of suitable economic land is required to support the sub-region's growth.</p> <p>8. The Shire welcomes that SD21 recognises the importance of providing adequate industrial and commercial land across the sub-region, including hinterland towns, to provide for local employment.</p> <p>9. Include an additional 'Strategic Direction' as follows:</p> <p><u>Theme:</u> Economy</p> <p><u>Principle:</u> Strengthen and diversify our economy</p> <p><u>Proposed New Strategic Direction:</u></p> <p><i>Support commercial / light industrial developments in or proximate to hinterland towns proposing on-site sewer where it is financially unviable to extend and/or install reticulated sewer.</i></p> <p>10. With regard to SD24 and SD42, the Shire is supportive of the expansion and diversification of the tourism industry and considers that rural based tourism is a key component in this regard. Flexibility will need to be demonstrated to facilitate a range of tourism based land uses in local planning schemes.</p>
	Urban Settlement	8	Support the growth of Major Towns and Towns to reinforce their ongoing roles in the settlement network.	
	Urban Settlement	15	Encourage local governments to prepare townsite strategies for hinterland towns to review supply of residential, industrial and commercial land and to identify and respond to opportunities and constraints.	
	Economy	21	Ensure an adequate supply of industrial and commercial land across the sub-region to facilitate local employment.	
	Economy	24	Facilitate the expansion and diversification of the tourism industry.	
	Economy	26	Retain identified light and general industrial areas for industrial use and protect from the encroachment of sensitive land uses.	
	Transport	42	Promote the sub-region's tourist routes in planning instruments.	
	Utilities and Services	46	Support the provision of sufficient utility, transport, health, education and community infrastructure / services to cater for a growing population and economy across the sub-region.	
Ageing population	Utilities and Services	46	Support the provision of sufficient utility, transport, health, education and community infrastructure / services to cater for a growing population and economy across the sub-region.	<p>11. The Shire is supportive of SD46 which identifies the importance of providing essential community infrastructure / services to cater for a growing population across the sub-region.</p> <p>12. The Shire considers that there is a need in the short-medium term to expand Donnybrook District High School into a Senior High School to cater for the Shire's growing population. Donnybrook is a Major Town and the provision of a Senior High School will enable local children to be educated locally and encourage further young families to move to the district. To this effect the following additional 'Strategic Direction' is recommended:</p> <p><u>Theme:</u> Utilities and Services</p> <p><u>Principle:</u> Ensure sustainable regional outcomes by coordinating the provision of infrastructure to support growth.</p>
	Lifestyle	53	Embrace the Bunbury-Geographe lifestyle as a key attraction for new residents and visitors to the sub-region.	
	Lifestyle	54	Recognise and value the sub-region's unique and connected communities.	

				<p><u>Proposed New Strategic Direction:</u></p> <p><i>Department of Education and Training to establish clear 'triggers' for the expansion of Donnybrook DHS to Senior High School status.</i></p> <p>13. Include an additional 'Strategic Direction' as follows:</p> <p><u>Theme:</u> Lifestyle</p> <p><u>Principle:</u> Retain, protect and leverage our regional character and the Bunbury-Geographe lifestyle.</p> <p><u>Proposed New Strategic Direction:</u></p> <p><i>Acknowledges that strong representation of people across all ages is critical for the health of local communities and supports appropriate measures to rectify imbalances.</i></p>
Bushfire Planning	Environment	37	Support intensification of land use only where bushfire risk can be understood to be low and/or capable of being appropriately mitigated.	<p>14. The Shire is supportive of the established planning framework as it relates to bushfire management however considers that an increased level of support is needed for local governments in administering the requirements. To this effect the following additional 'Strategic Direction' is recommended:</p> <p><u>Theme:</u> Environment</p> <p><u>Principle:</u> Protect people and property from natural hazards</p> <p><u>Proposed New Strategic Direction:</u></p> <p><i>Supports the development of a regional approach to bushfire policy to find an appropriate and safe balance that provides a level of consistency across the sub-region whilst facilitating continued development and economic growth.</i></p>
Development adjacent to Main Roads WA controlled roads	Economy	24	Facilitate the expansion and diversification of the tourism industry.	<p>15. With regard to SD24 and SD42, the Shire considers that the growth of the local tourism industry and the ability for rural landowners to diversify through low-level tourism initiatives is being curtailed by the requirements of MRWA. To this effect the following additional 'Strategic Direction' is recommended:</p> <p><u>Theme:</u> Economy</p> <p><u>Principle:</u> Strengthen and diversify our economy</p> <p><u>Proposed New Strategic Direction:</u></p> <p><i>Support low impact uses on land adjacent to MRWA controlled roads without the need for prior referral to MRWA, to be addressed in local planning schemes.</i></p>
	Transport	38	Support initiatives to connect and link Bunbury to the hinterland towns to create an integrated network, including public transport and regional bike network.	
	Transport	42	Promote the sub-region's tourist routes in planning instruments	
Uncertainty surrounding the disused Greenbushes – Picton rail line	Transport	41	Support increasing the capacity of the existing freight rail network and future strategic rail network.	<p>16. With regard to SD41, the Shire considers a firm decision needs to be made on the future of the Greenbushes to Picton rail line in the short term, to enable affected local governments to suitably plan for the future of their townsites.</p>

Impact of industrial buffers (Donnybrook stone quarries) on surrounding land	Economy	26	Retain identified light and general industrial areas for industrial use and protect from the encroachment of sensitive land uses.	17. With regard to SD26, the Shire is generally supportive of protecting identified light and general industrial areas from encroachment by sensitive land uses.
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Heritage considerations	Lifestyle	52	Collaborate with local governments to undertake/review local heritage surveys, and designate heritage lists and/or areas.	18. With regard to SD 52, the Shire recommends this be re-worded as follows: <i>Support local governments to undertake/review local heritage surveys, and designate heritage lists and/or areas by providing financial and professional assistance.</i>
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Additional Comment: Part A, Section 11 - Implementation

19. The Shire considers that the measures identified in Part A, Section 11 (Implementation) to achieve the vision for the BGSRS are general in nature and possibly fail to take into account the complexities of the range of strategic directions that are contained within the BGSRS from an implementation perspective. As a result, it is considered likely that many of the SDs may be difficult to achieve given existing constraints.

Section 7 of Part A (Further work) outlines additional work required to support the BGSRS and the Shire considers this should include a detailed Implementation Plan that identifies policy or other potential barriers that exist and determines what interventions or policy changes may be required from a government perspective to achieve the outcomes identified.

Part B: Profile

Section	Shire Comments
General Comments	20. Part B could be more succinct and avoid repeating information contained elsewhere in the document by focusing on key facts and statistics (rather than commentary) and make greater use of visual aids such as graphs, charts etc.
	21. The Shire of Donnybrook-Balingup contains the following river catchments: <ul style="list-style-type: none"> • Preston Valley • Capel River (Busselton Coast) • Blackwood River (Lower and Middle)
	22. There is no mention of the Bibbulmun Track which traverses through the Shires of Donnybrook Balingup and and Collie and is considered a key tourist attraction to the sub-region.
	23. Yabberup should be identified within this document as a 'Village' with statistical details included below (Comment 29).
Section 13 – People and Culture	24. There are 12 State Heritage Registered Places within the Shire of Donnybrook Balingup, not 11 (clause 13.5 Historic Heritage).
Section 14 – Population	25. The Shire is not supportive of the use of the term 'relatively elderly population' in relation to the SoDB and considers alternative wording or preferably, use of visual aids be used to compare median ages of residents across the sub-region (Clause 14.6: Shire of Donnybrook-Balingup).
Section 15 – Urban Settlement	26. Balingup is located in the Blackwood River precinct, not the Preston River precinct (clause 15.10 Balingup).
	27. Kirup is located in the Capel River precinct (clause 15.15 Kirup).

	28. Mullalyup is located in the Blackwood River precinct (clause 15.16 Mullalyup).
	<p>29. Yabberup should be identified within this section as a Village with the following wording attached:</p> <p><i>“Yabberup is a village within the Shire of Donnybrook-Balingup, situated 18 kilometres east of Donnybrook within the Preston Valley precinct. In the wider locality, there was a population of 160 residents in 66 dwellings at the 2016 Census, with a median age of 45 years.”</i></p>
Section 17 – Economy	30. The Basic Raw Materials Demand Study for the Bunbury and Busselton Region referenced in clause 17.6 (Basic Raw Materials) did not include the Shire of Donnybrook-Balingup. The Shire contains a number of significant established Donnybrook Stone quarries, some of which hold State Heritage status and should be identified.
	31. Similarly, the Donnybrook Stone quarries should be identified on Map 10: Basic Raw Materials.

SHIRE OF DONNYBROOK/BALINGUP
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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
3552	BURST SMS	TUIA LODGE - TOP UP OF BURST SMS SERVICES - 20 NOV 2020	\$	101.90	
3553	CITY OF PERTH	PARKING EXPENSES FOR ATTENDANCE AT LEGAL MEETING	\$	15.14	
3554	ESPERANCE FAMILY PRACTICE	W&S - PRE EMPLOYMENT MEDICAL	\$	330.00	
3555	KARRI VALLEY RESORT	MEAL EXPENSES FOR SFBVTA AGM & SGM - 23 NOV 2020	\$	70.00	
3556	PERTH AMBASSADOR HOTEL	ACCOMM FOR AWARDS PRESENTATION - PERTH	\$	239.08	
3557	PEMBERTON HOTEL	ACCOMMODATION - SOUTHERN FORESTS AND VALLEYS LAUNCH	\$	270.00	
3558	ROSE & CROWN HOTEL	ACCOMM FOR RANGER TRAINING AT CENTRAL REGIONAL TAFE	\$	623.17	
EFT20446a	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 02/12/2020	\$	129,291.68	
EFT20446b	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - PAYROLL FOR PERIOD ENDING 02/12/2020	\$	72,252.33	
EFT20446c	WESTNET PTY LTD	INTERNET EXPENSES - DEC 2020	\$	314.87	
EFT20446d	WESTNET PTY LTD	BALINGUP LIBRARY - NBN WIRELESS SERVICE 07/12/2020 - 07/01/2021	\$	64.90	
EFT20447	ALLENS CIVIL & RURAL CONTRACTORS	GRAVEL WORKS, MAINTENANCE, MULCHING & MACHINERY HIRE	\$	10,818.25	
EFT20448	ALFS MACHINERY PTY LTD	P&G - CHARGABLE BACKPACK SPRAYER, NUTS, BOLTS, LOCK PINS	\$	348.75	
EFT20449	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$	25.90	
EFT20450	WINC AUSTRALIA PTY LTD	TUIA LODGE - CONTINENCE PRODUCTS	\$	2,997.35	
EFT20451	ALBA GAS SERVICES	TUIA LODGE - INSPECT FAULTY GAS OVEN IN MAIN KITCHEN	\$	165.00	
EFT20452	ARC INFRASTRUCTURE PTY LTD	PREPARATION OF AGREEMENT FOR LICENCE TO USE & OCCUPY	\$	1,375.00	
EFT20453	WAYNE DAVID ATWELL	RATES REFUND	\$	792.00	
EFT20454	ALL FIRE & EVACUATION SYSTEMS	TUIA LODGE - INVESTIGATE FAULT IN FIRE SYSTEM & REPAIR	\$	198.00	
EFT20455	AQUATIC SERVICES WA PTY LTD	DBK REC CTR - SUPPLY & INSTALL CONTROLLER UNIT TO POOL	\$	3,822.50	
EFT20456	BUNNINGS GROUP LIMITED	ADMIN REFURB - SHELVING, STORAGE BOXES, GYPROCK FIXINGS	\$	809.65	
EFT20457	BALINGUP LIQUOR & GENERAL STORE	MITIGATION - DIESEL PURCHASES	\$	826.60	
EFT20458	ROTARY CLUB OF BUNBURY INC	20/21 MINOR EVENT SPONSORSHIP - DAY IN THE PARK EVENT	\$	500.00	
EFT20459	BANKS PEST AND WEED CONTROL	ROADSIDE PEST CONTROL - SUCKERS, WATTLE, BLACKBERRY	\$	788.70	
EFT20460	BUNBURY TELECOM SERVICE PTY LTD	BLN OVAL - LOCATE SERVICES FOR INSTALL OF IRRIGATION PIPE	\$	1,100.00	
EFT20461	BLUE FORCE PTY LTD	PRESTON VILLAGE - EMERGENCY HELP MONITORING - NOV 2020	\$	155.13	
EFT20462	BRECKEN HEALTH CARE	TUIA LODGE - PRE EMPLOYMENT MEDICALS	\$	733.70	
EFT20463	BBY HARVEY REGIONAL COUNCIL	ORGANICS DISPOSAL - NOV 2020	\$	3,285.80	
EFT20464	BALINGUP WELDING & CIVIL PTY LTD	MUNRO BFB - REPAIRS TO FRONT SHED HINGES	\$	440.00	
EFT20465	BETTER TELCO SOLUTIONS PTY LTD	ADMIN REFURB - CONFIGURE NEW EXTENSIONS TO PHONE CABLES	\$	659.18	
EFT20466	BUN/GEO ECONOMIC ALLIANCE	2020/21 BGEA MEMBERSHIP FOR PERIOD DECEMBER 2020	\$	778.80	
EFT20467	BLACKBOX AUSTRALIA PTY LTD	DTCRP - TIMELAPSE CAMERA & DRONE RENTAL - NOV 20	\$	781.00	
EFT20468	COCA COLA AMATIL (AUST) P/L	DBK REC CTR - KIOSK DRINK PURCHASES	\$	642.40	
EFT20469	CITY & REGIONAL FUELS	DIESEL EXPENSES - NOVEMBER 2020	\$	13,385.46	

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Chq/EFT	Name	Description		Municipal	Trust
EFT20470	CLIFFORD AUTO REPAIRS	DB92 RANGERS - 105000KM VEHICLE SERVICE & BRAKES	\$	562.75	
EFT20471	DUG CROSS ELECTRICS	BLN OVAL - INSTALLATION OF POWER TO BORE INC ALL PARTS	\$	3,055.00	
EFT20472	CARPET COURT FLOORING CENTRES	TUIA LODGE - FLOORING IN BATHROOM FOR ROOM 19	\$	2,227.50	
EFT20474	CRAVEN FOODS	DBK REC CTR - KIOSK CONFECTIONERY & SNACK SUPPLIES	\$	1,049.49	
EFT20475	RJB CEILINGS	ADMIN REFURB - SUPPY & INSTALL GYROCK WALLS TO RECEPTION	\$	10,116.70	
EFT20476	STAFF REIMBURSEMENTS	TUIA LODGE - PURCH OF XMAS PRESENTS & DEC'S FOR RESIDENTS	\$	484.20	
EFT20477	CRS ELECTRICAL	ADMIN REFURB - GENERAL ELECTRICAL WORK AS REQUIRED	\$	247.50	
EFT20478	CLEANAWAY	REFUSE COLLECTION - NOV 2020	\$	21,247.60	
EFT20479	GI & FP HOUGH CABINET MAKERS	ADMIN REFURB - NEW CABINETRY SUPPLIED & INSTALLED	\$	8,985.90	
EFT20480	COUGHLAN NIRGUDE FAMILY TRUST	STAFF CHRISTMAS FUNCTION - DEC 2020 (DEPOSIT)	\$	4,691.00	
EFT20481	MARIE NORMA COOK	RATES REFUND	\$	371.51	
EFT20482	DONNYBROOK MEDICAL SERVICES	DEV SERVICES - PRE EMPLOYMENT MEDICAL	\$	165.00	
EFT20483	DONNYBROOK NEWSAGENCY	CESM - LAMINATING POUCHES, TUIA & ADMIN - NEWSPAPERS	\$	106.95	
EFT20484	TJ DEPIAZZI & SONS	VC MITCHELL PARK OVAL - SUPPLY & DELIVER 100M3 LAWN MIX	\$	5,270.00	
EFT20485	DONNYBROOK HARDWARE & GARDEN	MISC HARDWARE SUPPLIES - NOV 2020	\$	750.01	
EFT20486	DONNYBROOK BUTCHERS	DEPOT - GROCERIES FOR RETIREMENT FUNCTION	\$	34.00	
EFT20487	DONNYBROOK FRUIT BARN	BFB TRAINING & ADMIN CATERING, TUIA - GROCERIES - NOV 20	\$	1,584.97	
EFT20488	SUPA IGA DONNYBROOK	TUIA LODGE - GROCERIES, FRUIT & VEG SUPPLIES - NOV 20	\$	4,214.65	
EFT20489	DONNYBROOK FAMILY BAKERY	TUIA LODGE - BAKERY ACCOUNT - NOV 2020	\$	303.50	
EFT20490	DONNYBROOK TYRE SERVICE	DB92 RANGERS - REPLACE TWO WORN REAR TYRES	\$	575.00	
EFT20491	DONNYBROOK DISTRICT HIGH SCHOOL	SHARED OPERATING EXPENSES - NOV 20	\$	3,566.41	
EFT20492	DONNYBROOK FARM SERVICE	BLN OVAL - SUP & INSTALL BORE, W&S - GEN SUPPLIES - NOV 20	\$	12,329.14	
EFT20493	SUPA IGA DONNYBROOK	GROCERY EXPENSES - NOV 20	\$	606.06	
EFT20494	DONNYBROOK GLASS	DBK REC CTR - SUPPLY & INSTALL ALUMINIUM TRI TO WINDOWS	\$	594.00	
EFT20495	DAVID JOHN DENHOLM	BEELERUP BFB - REIMBURSEMENT FOR STATIONERY EXPENSES	\$	76.31	
EFT20496	DE LAGE LANDEN PTY LTD	LEASE CONTRACT 22/11/2020 - 21/12/2020	\$	670.12	
EFT20497	DISPLAY ME	ADMIN REFURB - 4 x FELT NOTICE BOARDS	\$	1,307.32	
EFT20498	BEVERLEY ANN DIXON	RATES REFUND	\$	121.00	
EFT20499	EMERG SOLUTIONS PTY LTD	ALL BFB'S - BART REGION USER SUBSCRIPTION SERVICE	\$	1,500.00	
EFT20500	EARTH SHAPE	BACKFILL KERB ALONG BOND & OXFORD STREETS	\$	2,591.87	
EFT20501	JOHN STEPHEN FRY	UPPER CAPEL BFB - REIMBURSE REPLACEMENT WAERN ANTENNA	\$	103.00	
EFT20502	BUNBURY FREIGHT SERVICES	TUIA LODGE - FREIGHT FOR PHARMACEUTICAL SUPPLIES - NOV 20	\$	120.93	
EFT20503	FAIRTEL PTY LTD	DONNYBROOK SES - PHONE AND NBN SERVICE	\$	154.00	
EFT20504	FRONTLINE FIRE & RESCUE	BFB'S - PROTECTIVE CLOTHING & PPE	\$	2,607.35	

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Chq/EFT	Name	Description		Municipal	Trust
EFT20505	FROM LEFT FIELD	TUIA LODGE - IDENTIFY & DEVELOP PLANS FOR TRANSITION	\$	3,520.00	
EFT20506	SUEZ RECYCLING & RECOVERY	PROCESSING OF RECYCLABLES - NOVEMBER 2020	\$	1,752.89	
EFT20507	CELLARBRATIONS DONNYBROOK	TUIA LODGE - REFRESHMENTS FOR 2020 RESIDENTS XMAS FUNCTN	\$	265.97	
EFT20508	GARAGE DOORS SOUTH WEST	DBK REC CTR - SERVICING OF ALL ROLLER DOORS	\$	2,050.00	
EFT20509	CATHERINE FRANCES GODDARD	DBK REC CTR - GROUP FITNESS INSTRUCTOR EXPENSES - OCT 2020	\$	350.00	
EFT20510	HASTIE WASTE PTY LTD	MGMT DBK LANDFILL SITE - NOVEMBER 2020	\$	24,570.67	
EFT20511	COVERT SIGNS	ARGYLE BFB - REPLACEMENT VEHICLE STICKERS ON LT1	\$	418.00	
EFT20512	HIGGINS COATINGS PTY LTD	MINNINUP COTTAGES - UNITS 5-8 PAINTING WORKS	\$	3,903.91	
EFT20513	HOLMAN ELECTRICAL SERVICES	TUIA LODGE - REPAIR FAULT CODE 11 ON WASHING MACHINE	\$	989.67	
EFT20514	SKIPPERS PLUMBING SERVICES	DBK REC CTR - REPAIR STORMWATER PIPEWORK TO WATER TANK	\$	669.13	
EFT20515	HARDY SPICER	DB754 BACKHOE LOADER - STEEL PIPE AND FITTINGS	\$	84.54	
EFT20516	JASON SIGNMAKERS	DIVISIONAL COMMANDER VEHICLE MAGNETS	\$	264.00	
EFT20517	STAFF REIMBURSEMENTS	REIMBURSE PHONE ALLOWANCE	\$	240.00	
EFT20518	JONNO'S HANDYMAN & CARPENTRY	PRESTON VILLAGE - GROUNDS MAINTENANCE - 26 & 28 NOV 20	\$	180.00	
EFT20519	JOHN PHILLIPS CONSULTING	CEO ANNUAL PERFORMANCE REVIEW & CONTRACT PROPOSAL	\$	5,720.00	
EFT20520	WESFARMERS KLEENHEAT GAS P/L	GAS FACILITY FEES - NOV 20	\$	62.70	
EFT20521	JAMES W KHAN	ABORIGINAL CULTURAL MONITOR TRAVEL	\$	526.78	
EFT20522	LANDGATE CUSTOMER ACCOUNT	ANNUAL LANDGATE SLIP SUBSCRIPTION	\$	2,532.60	
EFT20523	LOCAL GOVERNMENT PROFESSIONALS	GRANTS ESSENTIALS ONLINE WORKSHOP - P/PROJECT MANAGER	\$	120.00	
EFT20524	LGA WA PTY LTD	ADMIN REFURB - WINDOW & DOOR FRAMES INC SAFETY GLASS	\$	1,960.20	
EFT20525	LEDA SECURITY PRODUCTS PTY LTD	DTCRP - 1 x BICYCLE REPAIR STATION WITH HEAVY DUTY CABLES	\$	2,161.10	
EFT20526	MAINSPRAY	DBK TOWNSITE - VERGE FOOTPATH SPRAY	\$	7,007.00	
EFT20527	MEDISCRUBS PTY LTD	TUIA LODGE - STAFF UNIFORMS - OCTOBER 2020	\$	2,203.05	
EFT20528	MARKETFORCE PRODUCTIONS	ADVERTISING EXPENSES - NOV 2020	\$	1,945.99	
EFT20529	MOA BENCHMARKING	TUIA LODGE - RESIDENTIAL MONTHLY FEES - DECEMBER 2020	\$	230.00	
EFT20530	MESSAGES ON HOLD AUSTRALIA P/L	PHONE MESSAGE ANNOUNCER SERVICE 20/11/2020 - 19/02/2021	\$	421.80	
EFT20531	MICROSOFT REGIONAL SALES	MICROSOFT EMAIL SERVICE - 26/10/2020 - 25/11/2020	\$	1,235.80	
EFT20532	MORE TELECOM	TUIA LODGE - MONTHLY TELEPHONE SERVICES	\$	608.96	
EFT20533	STAFF REIMBURSEMENTS	REIMBURSE MEAL EXPENSES FOR ANIMAL CONTROL TRAINING	\$	100.00	
EFT20534	NEVERFAIL SPRINGWATER LIMITED	DBK REC CTR - BOTTLED SPRING WATER	\$	277.25	
EFT20535	NONEYCUP CATERING	DTCRP - OFFICIAL OPENING CATERING	\$	330.00	
EFT20536	OFFICEWORKS	ADMIN REFURB - COUNTER CHAIRS, GENERAL STATIONERY - NOV 20	\$	1,916.66	
EFT20537	OFFICEWORKS	TUIA LODGE - STATIONERY ORDER NOVEMBER 20	\$	283.39	
EFT20538	PERKINS BUILDERS	DTCRP - CONSTRUCTION AWARD INSTALLMENT PYMT	\$	138,766.29	

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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
EFT20539	PRESTIGE PRODUCTS	DBK REC CTR - CLEANING SUPPLIES	\$ 352.88	
EFT20540	PRESTON VALLEY MAINTENANCE	BUILDING REPAIRS AND REFURB WORKS	\$ 3,157.00	
EFT20541	PFD FOOD SERVICE PTY LTD	DBK REC CTR - KIOSK ICE CREAM SUPPLIES	\$ 498.60	
EFT20542	PAYPAC PAYROLL SERVICES PTY LTD	TUIA LODGE - PAYROLL PROCESSING SERVICES - NOVEMBER 2020	\$ 994.37	
EFT20543	ROYAL LIFE SAVING	DBK REC CTR - SWIM TO SURVIVE CERTIFICATES	\$ 86.70	
EFT20544	STAFF REIMBURSEMENTS	REIMBURSEMENT OF INTERNET EXPENSES - DEC 20	\$ 39.95	
EFT20545	RED DOT STORES	DBK REC CTR - CHILDRENS HATS	\$ 88.00	
EFT20546	TINA MARIE RALPH	2021 AUST DAY BRUNCH - LAWN GAMES HIRE & DELIVERY	\$ 150.00	
EFT20547	REPCO - DONNYBROOK	MISC VEHICLE PARTS - NOV 20	\$ 194.21	
EFT20548	SLEE ANDERSON & PIDGEON	LEGAL FEES - BRIDGE ST HOUSING PROJECT	\$ 1,733.60	
EFT20549	SOS OFFICE EQUIPMENT	PHOTOCOPIER EXPENSES - NOV 2020	\$ 2,342.10	
EFT20550	BUNBURY TRUCKS	FUSO CAMERA HARNESS FOR DB2134	\$ 114.14	
EFT20551	STALEY FOOD & PACKAGING	TUIA LODGE - CLEANING, GROCERY, LAUNDRY, KITCHEN SUPPLIES	\$ 2,426.44	
EFT20552	SPORTSWORLD OF WA	DBK REC CTR - GOGGLES & MASKS	\$ 750.20	
EFT20553	SURGICAL HOUSE PTY LTD	TUIA LODGE - 3X ACCU-CHEK LANCETS	\$ 161.10	
EFT20554	STEWART BROWN ADVISORY PTY LTD	TUIA LODGE - AGED CARE FINANCIAL PERFORMANCE SURVEY 20/21	\$ 770.00	
EFT20555	S & S PROPERTY MAINTENANCE	CLEANING EXPENSES FOR NOVEMBER 2020	\$ 910.00	
EFT20556	SHRED-X PTY LTD & AUSTRALIAN	TUIA LODGE - CONFIDENTIAL SHREDDING BIN - SEPT/OCT 20	\$ 127.31	
EFT20557	SCOPE BUSINESS IMAGING	DBK SES - SERVICE PLAN FOR PRINTER/COPIER JAN 20 to SEPT 20	\$ 109.49	
EFT20558	RITA DAWN SANDERS	RATES REFUND	\$ 594.00	
EFT20559	TELSTRA	TELEPHONE & INTERNET EXPENSES	\$ 466.34	
EFT20560	THOMPSON SURVEYING	OLDMEADOW RD - ROAD CLOSURE PROFESSIONAL FEES	\$ 2,077.90	
EFT20561	STATE WIDE TURF SERVICES	BLN OVAL - VERTIMOW, SWEEP, HOLLOW TINECORE & FERTILISE	\$ 6,369.00	
EFT20562	TOLL TRANSPORT PTY LTD	COURIER EXPENSES	\$ 64.14	
EFT20563	LANDGATE	VALUATION SERVICES - NOV 20	\$ 273.56	
EFT20564	EARTH 2 OCEAN COMMUNICATIONS	BUSHFIRE REPEATER REPAIRS, PROGRAMMING & TESTING	\$ 714.00	
EFT20565	VISIMAX SAFETY PRODUCTS	CBFCO & DCBFCO PPE	\$ 69.60	
EFT20566	VALVOLINE AUSTRALIA PTY LTD	DEPOT - PLANT OILS & ADDITIVES	\$ 1,701.77	
EFT20567	VEHICLES CLEANED BY JANINE	TUIA LODGE - 1 X CAR CLEAN - DB1145	\$ 50.00	
EFT20568	WATER CORPORATION	WATER & SEWERAGE EXPENSES	\$ 12,232.84	
EFT20569	SYNERGY	ELECTRICITY EXPENSES	\$ 23,384.58	
EFT20570	VEOLIA ENVIRONMENTAL SERVICES	POST STORM WEATHER STREET SWEEPING	\$ 1,318.90	
EFT20571	WORK CLOBBER	2020/21 BOOT ORDER FOR WORKS AND SERVICES OUTDOOR STAFF	\$ 2,994.95	
EFT20572	WML CONSULTANTS PTY LTD	COLLINS ST - ADVICE & INSPECT TO DETERMINE SCOPE OF WORKS	\$ 1,100.00	

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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
EFT20573	MACHINERY WEST	P&G - HIRE OF AFRON TO INSTALL CHRISTMAS LIGHTS	\$	623.70	
EFT20574	WEST COAST FIT	DBK REC CTR - GROUP FITNESS INSTRUCTOR EXPENSES - NOV 2020	\$	2,170.00	
EFT20575	YABBERUP COMMUNITY ASSOCIATION	YABBERUP HALL - REIMBURSE FOR PURCAHSE OF WATER PUMP	\$	754.00	
EFT20576	YABBERUP CRAFT GROUP	20/21 MINOR GRANT - PRESTON VALLEY ART TRAIL MARKETING	\$	500.00	
EFT20577	EST OF THE LATE MRS E POWER	TUIA LODGE - REFUND BASIC DAILY CARE FEES	\$	76.10	
EFT20577a	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 16/12/2020	\$	131,481.54	
EFT20577b	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - PAYROLL FOR PERIOD ENDING 16/12/2020	\$	70,043.16	
EFT20577c	SG FLEET AUSTRALIA PTY LIMITED	CESM VEHICLE - LEASE REPAYMENT 09/12/2020 - 08/01/2021	\$	2,073.85	
EFT20578	BUILD & CONST IND TRAINING FUND	BCITF LEVY COLLECTIONS FOR NOVEMBER 2020	\$	2,343.13	
EFT20579	DEPT OF MINES, IND REG & SAFETY	BSL LEVY COLLECTIONS FOR NOVEMBER 2020	\$	3,480.77	
EFT20579a	AUSTRALIAN TAX OFFICE	BAS - NOVEMBER 2020	\$	120,139.00	
EFT20580	A & L PRINTERS	30 x 3 TO A VIEW TAX INVOICE BOOKS, NUMBERED WITH LOGO	\$	1,057.00	
EFT20581	ALDRIDGE TILING	ADMIN REFURB - KITCHEN SPLASHBACK TILING	\$	1,200.00	
EFT20582	ALLENS CIVIL & RURAL CONTRACTORS	BLN BFB - GRAVEL, GRADE & FILL POT HOLES TO STN GROUNDS	\$	484.00	
EFT20583	AUSTRALIA POST	POSTAGE EXPENSES - NOV 20	\$	1,306.64	
EFT20584	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$	25.90	
EFT20585	A & R ENGINEERING	APPLE FUN PARK - REPAIR BRIDGE RAIL & REPAIRS TO MULCHER	\$	1,024.51	
EFT20586	WINC AUSTRALIA PTY LTD	TUIA LODGE - CONTINENCE PRODUCTS	\$	2,449.29	
EFT20587	MAIA FINANCIAL	LEASE REPAYMENTS FOR PERIOD 01/01/2021 - 31/03/2021	\$	8,425.58	
EFT20588	ADVANCE SPEECH PATHOLOGY	TUIA LODGE - SPEECH PATHOLOGIST ASSESSMENTS - DEC 20	\$	850.00	
EFT20589	AW ROADWORKS PTY LTD	SOUTHAMPTON RD - TRAFFIC MANAGEMENT FOR WORKS	\$	4,598.00	
EFT20590	ARM SECURITY	BEELERUP BFB - SECURITY MONITORING - 01/01/2021 TO 31/03/2021	\$	135.85	
EFT20591	AUSTRALIA DAY COUNCIL OF SA	AUST DAY BRUNCH - EVENT POSTERS, SIGNAGE, & BANNERS	\$	1,132.00	
EFT20592	BENARA NURSERIES	P&G - LANDSCAPING PLANTS & FLOWERS	\$	350.46	
EFT20593	BUNBURY RETRAVISION	TUIA LODGE - LED TV FOR ROOM 17	\$	395.00	
EFT20594	BUNNINGS GROUP LIMITED	TUIA LODGE - INSINKERATOR HOT AND COLD WATER DISPENSER	\$	1,418.18	
EFT20595	BOC LIMITED	TUIA LODGE - 5LPM OXYGEN CONCENTRATOR - NOV 2020	\$	180.14	
EFT20596	BIG W - BUNBURY	BLN LIBRARY - NEW LIBRARY BOOK STOCKS	\$	229.00	
EFT20597	BDA TREE LOPPING	VEGETATION REMOVAL AND PRUNING - NOV 20	\$	49,632.00	
EFT20598	BALINGUP & DIST TOURISM ASSOC INC	20/21 COMMUNITY GRANT SCHEME RECURRENT FUNDING	\$	35,000.00	
EFT20599	AGRI SPARK AUTO ELECTRICS	DB92 RANGERS - NEW BATTERY	\$	229.00	
EFT20600	BRECKEN HEALTH CARE	PRE EMPLOYMENT MEDICALS X 6	\$	2,162.60	
EFT20601	STAFF REIMBURSEMENTS	REIMBURSEMENT OF PHONE ALLOWANCE JULY TO DEC 2020	\$	240.00	
EFT20602	BEACHSIDE BUILDING & MAINT	ADMIN REFURB - PAINTING	\$	11,507.00	

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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
EFT20603	NORMAN KEITH BEDFORD	DTCRP - MILLING OF JARRAH LOGS FOR LANDSCAPE SEATING	\$	1,485.00	
EFT20604	CLIFFORD AUTO REPAIRS	DB252 - 45,000KM VEHICLE SERVICE	\$	350.52	
EFT20605	DBK/BLN CHAMBER OF COMMERCE	COMMUNITY DIRECTORY 2021 - BASE ADS & SHIRE PAGES	\$	2,019.00	
EFT20606	CRS ELECTRICAL	ADMIN REFURB - ELECTRICAL WORK FOR KITCHEN & SWITCHBOARD	\$	2,695.00	
EFT20607	CORSIGN WA	ROAD & PARK SIGNAGE, ORANGE REFLECTIVE CONES	\$	774.40	
EFT20608	GI & FP HOUGH CABINET MAKERS	ADMIN REFURB - SUPPLY & INSTALL KITCHEN CABINETRY	\$	14,667.40	
EFT20609	CAFE TIFFANY'S	STAFF MEETING 4/11/2020	\$	165.00	
EFT20610	DONNYBROOK MEDICAL SERVICES	PRE EMPLOYMENT MEDICALS	\$	165.00	
EFT20611	DONNYBROOK PHARMACY	TUIA LODGE - PHARMACY ACCOUNT - 01.11.2020 TO 30.11.2020	\$	162.35	
EFT20612	DONNYBROOK BUTCHERS	GROCERIES FOR OUTDOOR STAFF RETIREMENT BBQ	\$	105.04	
EFT20613	DONNYBROOK FAMILY BAKERY	BREAD ROLLS FOR OUTDOOR STAFF RETIREMENT BBQ	\$	18.00	
EFT20614	DONNYBROOK TYRE SERVICE	REPLACEMENT VEHICLE TYRES AND REPAIRS	\$	1,450.00	
EFT20615	DONNYBROOK DISTRICT HIGH SCHOOL	SHARED OPERATING COSTS - NOV 20	\$	1,046.30	
EFT20616	DELL FINANCIAL SERVICES PTY LTD	LEASE REPAYMENT 01/01/2021- 31/01/2021	\$	821.46	
EFT20617	DBCEC (WA) PTY LTD	CORA ST - DRAINAGE WORKS & EXCAVATOR HIRE	\$	1,743.50	
EFT20618	STAFF REIMBURSEMENTS	REIMBURSE PURCHASE OF LEAVING GIFT FOR RETIRING STAFF	\$	313.98	
EFT20619	DONNYBROOK MENS SHED (INC)	DBK REC CTR - SUPPLY OF 2 OFF STAGE UNITS TO MEZZANINE	\$	250.00	
EFT20620	ENGIE MECHANICAL SERVICES (WA)	ADMIN REFURB - AIRCON RECONFIGURATION & BALANCING	\$	543.57	
EFT20621	FROM LEFT FIELD	PROVIDE AGED CARE SERVICES ADVISE	\$	2,328.33	
EFT20622	GARMIN	SUBSCRIPTION MESSENGER & GPS DEVICE 14/12/2020 - 13/01/2021	\$	60.00	
EFT20623	TOTAL GREEN RECYCLING	DBK WMF - E-WASTE RECYCLING PROCESSING - DEC 2020	\$	1,460.58	
EFT20624	GO DOORS PTY LTD	ADMIN FRONT DOOR - SERVICE & ALIGNMENT TO FIX SQUEALING	\$	275.00	
EFT20625	HARVEY NORMAN BUNBURY	ADMIN REFURB - TV, MICROWAVE, CALENDAR PHOTO PRINTS	\$	2,509.85	
EFT20626	HOSPITALITY HOUSE	TUIA LODGE - KITCHEN UTENSILS, MISC EQUIPMENT & POTS	\$	1,151.15	
EFT20627	HASTIE WASTE PTY LTD	BALINGUP TRANSFER STATION - MANAGEMENT - NOVEMBER 2020	\$	11,007.32	
EFT20628	ARJO AUSTRALIA PTY LTD	TUIA LODGE - NTB2000 SARA STEDY	\$	2,255.00	
EFT20629	HEATLEYS SAFETY & INDUSTRIAL	W&S - PPE, EARMUFFS, EARPLUGS, SAFETY GLASSES, MASKS	\$	631.62	
EFT20630	COVERT SIGNS	2021 OUTDOOR MOVIE SIGNAGE - ABOMINABLE & MAGNETIC NO'S	\$	763.40	
EFT20631	HOLMAN ELECTRICAL SERVICES	TUIA LODGE - SERVICE OVEN, REPAIR WASHER & PUMP	\$	4,965.16	
EFT20632	SKIPPERS PLUMBING SERVICES	PLUMBING REPAIRS & ADMIN REFURB RELOCATION OF SERVICES	\$	2,990.63	
EFT20633	LOUISE VERONICA HODGE	BOND REFUND	\$	150.00	
EFT20634	INNERSPACE COMMERCIAL INTERIORS	ADMIN REFURB - 10 x KITCHEN HEAVY DUTY WING CHAIRS	\$	2,442.00	
EFT20635	JASON SIGNMAKERS	W&S - TRAFFIC SIGNS FOR GENERIC EVENTS	\$	897.93	
EFT20636	JONNO'S HANDYMAN & CARPENTRY	PRESTON VILLAGE - GROUNDS MAINTENANCE 11/12/2020	\$	135.00	

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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
EFT20637	JCOMM SW	TUIA LODGE - PROGRAM AND CONNECT EXTENSION 537 IN ROOM 26	\$	281.60	
EFT20638	KMART SOUTH BUNBURY - 1187	ADMIN REFURB - MISC KITCHEN SUPPLIES	\$	73.50	
EFT20639	KNIGHT FRANK AUSTRALIA PTY LTD	ASSESSMENT OF PROPERTY MARKET VALUE & PROVIDE REPORT	\$	12,320.00	
EFT20640	KYM NISBET CHOICES FLOORING	ADMIN REFURB - CARPET & VINYL SUPPLY & INSTALLATION	\$	12,802.71	
EFT20641	LIVING SPRINGS	BOTTLED WATER ADMIN OFFICE	\$	132.00	
EFT20642	LGIS RISK MANAGEMENT	REGIONAL RISK COORDINATOR FEE 2020-2021	\$	5,921.15	
EFT20643	MALATESTA ROAD PAVING & HOTMIX	CHARLEY CREEK RD - 250LTRS OF EMULSION	\$	400.00	
EFT20644	METAL ARTWORK CREATIONS	NAME BADGES FOR NEW STAFF	\$	42.68	
EFT20645	MCLEODS BARRISTERS & SOLICITORS	PREPARE SUB-LEASE 70 SOUTHWESTERN HIGHWAY	\$	1,000.00	
EFT20646	JACQUELINE JUNE MARSH	RATES REFUND	\$	594.00	
EFT20647	NEWLANDS SOCIAL CLUB INC	NEWLANDS HALL - 2020/21 HALL MAINTENANCE ALLOWANCE	\$	1,530.00	
EFT20648	OFFICEWORKS	PAPER & DESK TIDIES FOR FRONT COUNTER	\$	268.03	
EFT20649	PRESTON PRESS	SHIRE CONNECT DOUBLE PAGE FEATURE - DECEMBER 2020	\$	440.00	
EFT20650	PRESTON VALLEY MAINTENANCE	BUILDING MAINTENANCE AND REPAIRS	\$	1,342.00	
EFT20651	PROGRAMMED PROPERTY SERVICES	PAINTING OF RAILWAY STATION & SURROUNDING MISC STRUCTURES	\$	32,318.00	
EFT20652	HOLCIM (AUSTRALIA) PTY LTD	CONCRETE FOOTING FOR DBK ENTRANCE CHRISTMAS TREE	\$	615.74	
EFT20653	STUART RUSSELL ROMERO	DB SES - MOVAT SOFTWARE HOSTING 2021	\$	150.00	
EFT20654	SPRINT EXPRESS	FREIGHT EXPNESES - NOV 20	\$	39.60	
EFT20655	ROSTER WITH ROSS PTY LTD	TUIA LODGE - ZUUS PAYROLL 12/12/2020 - 11/01/2021	\$	149.00	
EFT20656	SHERIDAN'S BADGES & ENGRAVING	PLAQUES FOR HONOUR BOARDS IN COUNCIL CHAMBER	\$	1,099.78	
EFT20657	STEWART & HEATON CLOTHING CO.	BFB'S - PROTECTIVE CLOTHING	\$	1,675.78	
EFT20658	SPOTLIGHT PTY LTD	TUIA LODGE - 8 X CHRISTMAS TABLE CLOTHS FOR DINING ROOMS	\$	220.50	
EFT20659	STALEY FOOD & PACKAGING	TUIA LODGE - CLEANING, PPE, KITCHEN & LAUNDRY CONSUMABLES	\$	3,141.56	
EFT20660	SURGICAL HOUSE PTY LTD	PHARMACEUTICAL SUPPLIES	\$	3,388.76	
EFT20661	LINDA ANN SMITH	RATES REFUND	\$	121.00	
EFT20662	SCOPE ELECTRICAL CONTRACTING	ADMIN REFURB - RECEPTION POWER & DATA WORKS	\$	5,994.12	
EFT20663	S & S PROPERTY MAINTENANCE	CLEANING EXPENSES FOR NOV/DEC 2020	\$	910.00	
EFT20664	ST MARY'S PRIMARY SCHOOL	DONATION TOWARDS END OF YEAR AWARD PRESENTATION 2020	\$	100.00	
EFT20665	SOUTH WEST NUTRITION SERVICES	TUIA LODGE - DIETITIAN SERVICES MENU REVIEW	\$	1,615.00	
EFT20666	SHAPE MANAGEMENT	VC MITCHELL - AWARD OF PROJECT MANAGEMENT SERVICES	\$	8,723.00	
EFT20667	SCOTT PRINT	2021 SHIRE CALENDAR PRINTING	\$	4,792.70	
EFT20668	TELSTRA	TELEPHONE & INTERNET EXPENSES	\$	3,982.84	
EFT20669	TROPHIES WEST	DBK REC CTR - NETBALL MEDALS	\$	126.84	
EFT20670	TOLL TRANSPORT PTY LTD	FREIGHT EXPENSES	\$	155.38	

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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
EFT20671	TALISON LITHIUM LTD	GRAVEL SUPPLY FOR SOUTHAMPTON ROAD	\$	31,818.90	
EFT20672	MIRA MARY VAN DIEMEN	RATES REFUND	\$	594.00	
EFT20673	WATER CORPORATION	WATER & SEWERAGE EXPENSES	\$	3,950.41	
EFT20674	SYNERGY	ELECTRICITY EXPENSES	\$	2,809.10	
EFT20675	VEOLIA ENVIRONMENTAL SERVICES	ROAD SWEEPNG FOR 20/21 - DEC 2020	\$	1,211.10	
EFT20676	WESTRAC EQUIPMENT PTY LTD	DB2201 LOADER - ELBOW 513-9664	\$	25.04	
EFT20677	WORK CLOBBER	W&S - STAFF BOOT ORDER PPE	\$	176.00	
EFT20678	MACHINERY WEST	HIRE OF EWP FOR INSTALLING CHRISTMAS LIGHTS	\$	148.50	
EFT20679	WOODLANDS DISTRIBUTORS PTY LTD	P&G - 100 X RECYCLED HOMESTEAD STYLE BOLLARDS	\$	1,916.20	
EFT20680	PETER & MARIA WRIGHT	RATES REFUND	\$	757.14	
EFT20681	YABBERUP COMMUNITY ASSOCIATION	20/21 COMMUNITY GRANT SUPP ROUND - SHED INTERIOR FITOUT	\$	2,000.00	
EFT20681a	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 31/12/2020	\$	128,937.59	
EFT20681b	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - PAYROLL FOR PERIOD ENDING 31/12/2020	\$	79,147.22	
EFT20681c	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - SUPERANNUATION FOR DECEMBER 2020	\$	24,193.96	
EFT20681d	SHERIFF'S OFFICE	FINES ENFORCEMENT LODGEMENT FEE - TO BE RECOUPED	\$	231.00	
EFT20681e	WESTNET PTY LTD	BALINGUP LIBRARY - NBN WIRELESS SERVICE 07/01/2021 - 07/02/2021	\$	64.90	
EFT20681f	WESTNET PTY LTD	INTERNET EXPENSES - JAN 2021	\$	380.87	
EFT20682	COUGHLAN NIRGUDE FAMILY TRUST	STAFF CHRISTMAS FUNCTION 2020 - BALANCE	\$	4,691.00	
EFT20683	ALLIANCE HOUSING (WA)	TRANSFER BALANCE OF FUNDS FOR BRIDGE ST HOUSING PROJECT	\$	562,713.48	
EFT20684	DEPARTMENT OF PRIMARY	REFUND BALANCE OF ACCRUED INTEREST - BRIDGE ST HOUSING	\$	6,398.21	
EFT20684a	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 13/01/2021	\$	136,066.03	
EFT20684b	BENDIGO BANK - PAYROLL CLEARING	TUIA LODGE - PAYROLL FOR PERIOD ENDING 13/01/2021	\$	72,962.84	
EFT20685	ALFS MACHINERY PTY LTD	DB4170 TIP TRUCK - BALL VALVE TAPS & BRASS NIPPLES	\$	46.20	
EFT20686	AUSTRALIA POST	SHIRE POSTAGE - DECEMBER 2020	\$	321.66	
EFT20687	CR SHANE AHERTON	COUNCILLOR ALLOWANCE - OCT - DEC 2020	\$	2,739.50	
EFT20688	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$	25.90	
EFT20689	WINC AUSTRALIA PTY LTD	TUIA LODGE - CONTINENCE PRODUCTS, ADMIN - STATIONERY	\$	2,013.98	
EFT20690	ABCO PRODUCTS PTY LTD	PUBLIC ABLUTIONS - CLEANING SUPPLIES	\$	4,350.52	
EFT20691	A & R MACHINERY	DB193 MOWER - CUTTING BLADES, PIN & SNAP RING	\$	1,342.00	
EFT20692	AW ROADWORKS PTY LTD	COLLINS ST - TRAFFIC CONTROLLERS FOR PAVEMENT TESTING	\$	539.55	
EFT20693	AQUATIC SERVICES WA PTY LTD	DBK REC CTR - POOL REPAIRS	\$	1,177.00	
EFT20694	BUNBURY RETRAVISION	LANGLEY VILLAS - REPLACE OVEN, TUIA LODGE - TV'S & REMOTES	\$	3,656.00	
EFT20695	BUNNINGS GROUP LIMITED	TUIA LODGE - LOCKWOOD ENTRANCE SET, REC CTR - RUBBER MATS	\$	536.38	
EFT20696	BOC LIMITED	TUIA LODGE - 5LPM OXYGEN CONCENTRATOR HIRE - DEC 2020	\$	231.14	

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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
EFT20697	BELL FIRE EQUIPMENT COMPANY P/L	6 MONTHLY FIRE EXTINGUISHER SERVICING	\$	3,208.15	
EFT20698	BROOKHAMPTON HALL COMMITTEE	BROOKHAMPTON HALL - 20/21 HALL MAINTENANCE ALLOWANCE	\$	1,530.00	
EFT20699	BDA TREE LOPPING	VEGETATION REMOVAL AND PRUNING FOR DEC 2020	\$	31,636.00	
EFT20700	BALINGUP LIQUOR & GENERAL STORE	BFB'S - DIESEL PURCHASES - DEC 20	\$	155.79	
EFT20701	AGRI SPARK AUTO ELECTRICS	DB137 - SERVICE TO AIR CONDITIONING UNIT	\$	397.00	
EFT20702	BP SERVICE STATION	MGNT DBK TRANSIT PRK & FUEL EXPENSES - NOV 2020	\$	4,461.04	
EFT20703	BALINGUP WELDING & CIVIL PTY LTD	TOWING FEE FOR ABANDONED VEHICLE	\$	220.00	
EFT20704	BUSSELTON CIVIL PTY LTD	TUIA LODGE - GREASE TRAP ARRESTOR CLEAN	\$	375.50	
EFT20705	BP SERVICE STATION - MITIGATION	LUKIS ST - EQUIPMENT HIRE FOR MAF FUNDED MITIGATION WORKS	\$	4,334.00	
EFT20706	BUN/GEO ECONOMIC ALLIANCE	2020/21 BGEA MEMBERSHIP FOR PERIOD JANUARY 2020	\$	778.80	
EFT20707	BUTLER SETTINERI (AUDIT) PTY LTD	DBK TOWN CENTRE REVITALISATION AUDIT TO 30TH JUNE 2020	\$	2,640.00	
EFT20708	BLACKBOX AUSTRALIA PTY LTD	DTCRP - TIMELAPSE CAMERA & DRONE RENTAL - DEC 20	\$	805.20	
EFT20709	COCA COLA AMATIL (AUST) P/L	DBK REC CTR - KIOSK DRINK PURCHASES	\$	652.43	
EFT20710	COUNCIL ON THE AGEING (WA) INC	DBK REC CTR - STRENGTH FOR LIFE PROGRAM ANNUAL FEE 2020/21	\$	485.10	
EFT20711	COATES HIRE OPERATIONS PTY LTD	HIRE 3 X PORTABLE TOILETS - STAFF CHRISTMAS FUNCTION 2020	\$	927.88	
EFT20712	CITY & REGIONAL FUELS	DIESEL EXPENSES - DEC 2020	\$	13,772.60	
EFT20713	CLIFFORD AUTO REPAIRS	DB8250 - 55,000KM SCHEDULED VEHICLE SERVICE	\$	478.40	
EFT20714	DUG CROSS ELECTRICS	INSTALL TRANSFORMER & CONNECT MAIN ST CHRISTMAS LIGHTS	\$	1,760.00	
EFT20715	STAFF REIMBURSEMENTS	REIMBURSEMENT OF POLICE CLEARANCE EXPENSES	\$	55.80	
EFT20716	DBK BLN CHAMBER OF COMMERCE	DBK TOWNSCAPE - CHRISTMAS TREE FOR ENTRY STATEMENT	\$	1,800.00	
EFT20717	CRS ELECTRICAL	LANGLEY VILLAS REMOVE & DISPOSE OLD OVEN & INSTALL NEW	\$	441.60	
EFT20718	CLEANAWAY	REFUSE COLLECTION - DECEMBER 2020	\$	27,169.22	
EFT20719	CORSIGN WA	100 X SINGLE SIDED SIGN BRACKETS	\$	242.00	
EFT20720	DONNYBROOK MEDICAL SERVICES	PRE EMPLOYMENT MEDICALS	\$	495.00	
EFT20721	DONNYBROOK NEWSAGENCY	DCBFCO'S - DISPLAY FOLDERS FOR INCIDENT MANAGEMENT DOCS	\$	101.15	
EFT20722	DONNYBROOK HARDWARE & GARDEN	MISC HARDWARE SUPPLIES - DEC 2020	\$	1,766.70	
EFT20723	DONNYBROOK FRUIT BARN	TUIA LODGE - GROCERIES, DAIWG - CATERING	\$	1,864.98	
EFT20724	SUPA IGA DONNYBROOK - TUIA	TUIA LODGE - GROCERIES, FRUIT & VEGIES SUPPLIES - DEC 2020	\$	5,952.98	
EFT20725	DONNYBROOK FAMILY BAKERY	TUIA LODGE - BAKERY ACCOUNT - DECEMBER 2020	\$	331.50	
EFT20726	DONNYBROOK FARM SERVICE	POOL CHEMICALS, RETIC PARTS, FERTILISER, WEED CONTROL	\$	3,228.85	
EFT20727	SUPA IGA DONNYBROOK	ADMIN GROCERIES - DEC 20, 2021 AUST DAY CLEANING SUPPLIES	\$	674.98	
EFT20728	DE LAGE LANDEN PTY LTD	LEASE REPAYMENT - JAN 2020	\$	670.12	
EFT20729	DBCEC (WA) PTY LTD	MELDENE PATH - HIRE OF WET PLANT	\$	2,869.61	
EFT20730	DEPT OF FIRE & EMERGENCY SERV	16-17 AWARE FUNDING - RETURN OF UNSPENT FUNDS	\$	3,076.50	

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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
EFT20731	BUNBURY FREIGHT SERVICES	TUIA LODGE - FREIGHT FOR PHARMACEUTICAL SUPPLIES - DEC 2020	\$	114.82	
EFT20732	FAIRTEL PTY LTD	DONNYBROOK SES - PHONE AND NBN SERVICE	\$	154.00	
EFT20733	FRONTLINE FIRE & RESCUE	BFB'S - PROTECTIVE CLOTHING, PPE, KIT BAGS & BOLT CUTTERS	\$	5,473.46	
EFT20734	SUEZ RECYCLING & RECOVERY P/L	PROCESSING OF RECYCLABLES - DECEMBER 2020	\$	1,798.68	
EFT20735	STAFF REIMBURSEMENTS	TUIA LODGE - REIMBURSE PURCHASE WHITEBOARDS & DISHES	\$	136.56	
EFT20736	HARVEY NORMAN BUNBURY	CHARGERS/USB CONNECTOR & PROTECTIVE CASE FOR W&S PH	\$	49.90	
EFT20737	HASTIE WASTE PTY LTD	MGMT DBK LANDFILL & BLN TRANSFER STN SITES - DEC 2020	\$	35,570.95	
EFT20738	THOMAS CHARLES HOLLINGSWORTH	RATES REFUND	\$	746.89	
EFT20739	SKIPPERS PLUMBING SERVICES	LANGLEY VILLAS - UNIT 2 BATHROOM REFURBISHMENT	\$	791.89	
EFT20740	INSTANT RACKING	BALINGUP BFB - RACKING FOR BAY 3	\$	1,573.00	
EFT20741	ITR PACIFIC PTY LTD	DB2462 GRADER - BLADE WEAR SLIDE x6	\$	980.50	
EFT20742	JG EARTH CONTRACTORS	GLENARDON RD - GRAVEL FOR ROAD WORKS	\$	6,140.75	
EFT20743	JONNO'S HANDYMAN & CARPENTRY	PRESTON VILLAGE - GROUNDS MAINTENANCE	\$	180.00	
EFT20744	JG EARTH CONTRACTORS	GRAVEL FOR SOUTHAMPTON ROAD WORKS	\$	5,886.65	
EFT20745	WESFARMERS KLEENHEAT GAS P/L	TUIA LODGE - BULK LPG ORDER	\$	1,808.31	
EFT20746	KIRUP HALL ASSOCIATION	KIRUP HALL - 2020/21 HALL MAINTENANCE ALLOWANCE	\$	1,530.00	
EFT20747	KENSINGTON PHYSIOTHERAPY	TUIA LODGE - PHYSIOTHERAPY SERVICES - 09.11.2020	\$	3,058.55	
EFT20748	KEVIN MATHEW VITALI	REFUND	\$	583.68	
EFT20749	LIVING SPRINGS	BOTTLED WATER ADMIN OFFICE	\$	77.00	
EFT20750	CR ANITA LINDEMANN	COUNCILLOR ALLOWANCE - OCT - DEC 2020	\$	2,739.50	
EFT20751	LFA FIRST RESPONSE	TUIA LODGE - RESTOCK OF FIRST AID BOXES	\$	333.30	
EFT20752	METAL ARTWORK CREATIONS	REPLACEMENT NAME BADGES	\$	34.10	
EFT20753	CR ANNE MITCHELL	COUNCILLOR ALLOWANCE - OCT - DEC 2020	\$	2,739.50	
EFT20754	MARKETFORCE PRODUCTIONS	ADVERTISING EXPENSES - DEC 2020	\$	247.50	
EFT20755	MOA BENCHMARKING	TUIA LODGE - RESIDENTIAL MONTHLY FEES - JANUARY 2021	\$	230.00	
EFT20756	MICROSOFT REGIONAL SALES CORP	MICROSOFT EMAIL SERVICE 26/11/2020 - 25/12/2020	\$	1,229.69	
EFT20757	MORE TELECOM	TUIA LODGE - MONTHLY TELEPHONE SERVICES	\$	608.96	
EFT20758	CR JACQUELINE MASSEY	COUNCILLOR ALLOWANCE - OCT - DEC 2020	\$	3,829.06	
EFT20759	SHARON DOROTHY MOYLE	RATES REFUND	\$	777.00	
EFT20760	NOGGERUP HALL ASSOCIATION INC.	NOGGERUP HALL - 2020/21 HALL MAINTENANCE ALLOWANCE	\$	1,530.00	
EFT20761	NEVERFAIL SPRINGWATER LIMITED	DBK REC CTR - BOTTLED SPRING WATER	\$	241.25	
EFT20762	CR CHARLES NEWMAN	COUNCILLOR ALLOWANCE - OCT - DEC 2020	\$	2,739.50	
EFT20763	NATURALISTE TURF	TURF RENO'S TO PARKS & TOPDRESSING TO VC MITCHELL OVAL	\$	7,134.00	
EFT20764	NH3	TUIA LODGE - RE-GAS FRIDGE IN KITCHEN 2	\$	161.88	

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Chq/EFT	Name	Description		Municipal	Trust
EFT20765	OFFICEWORKS	FERNDAL BFB - TABLES, CHAIRS, WHITEBOARD, STORAGE BOXES	\$	439.95	
EFT20766	KELLY O'BYRNE	DBK REC CTR - REFUND SWIMMING LESSON FEES	\$	135.90	
EFT20767	OFFICEWORKS - ACCOUNTS	TUIA LODGE - STATIONERY DECEMBER 20	\$	337.85	
EFT20768	PERKINS BUILDERS	DTCRP - CONSTRUCTION PROGRESS PAYMENT	\$	80,739.94	
EFT20769	PRESTIGE PRODUCTS	DBK REC CTR - CLEANING MATERIALS	\$	47.74	
EFT20770	PRESTON VALLEY MAINTENANCE	AYRES PARK - PREP & INSTALL DBK STONE RETAINING & SEATS	\$	4,708.00	
EFT20771	PFD FOOD SERVICE PTY LTD	DBK REC CTR - KIOSK ICE CREAM SUPPLIES	\$	358.55	
EFT20772	PRESTON POWER EQUIPMENT	P&G - REPAIRS TO MOWER, NYLON LINE	\$	255.50	
EFT20773	PAYPAC PAYROLL SERVICES PTY LTD	TUIA LODGE - PAYROLL PROCESSING SERVICES - DECEMBER 2020	\$	1,275.29	
EFT20774	PEEL PODIATRY CLINIC	TUIA LODGE - PODIATRY SERVICES - DECEMBER 2020	\$	1,360.00	
EFT20775	PROGRAMMED PROPERTY SERVICES	PRESTON VILLAGE - GARAGE PAINTING & REPAIR WORKS	\$	12,595.00	
EFT20776	CR BRIAN PIESSE	COUNCILLOR ALLOWANCE - OCT - DEC 2020	\$	6,426.14	
EFT20777	STAFF REIMBURSEMENTS	REIMBURSEMENT OF INTERNET EXPENSES - JANUARY 2020	\$	39.95	
EFT20778	GRACE RECORDS MANAGEMENT	STORAGE CARTONS FOR PLANNG MAPS	\$	108.90	
EFT20779	STAFF REIMBURSEMENTS	W&S - REIMBURSE LICENCE EXPENSES	\$	29.90	
EFT20780	PHILLIP & HEATHER ROGERS	RATES REFUND	\$	121.00	
EFT20781	RTR FITNESS	DBK REC CTR - FITNESS INSTRUCTOR EXPENSES - NOV/DEC 2020	\$	400.00	
EFT20782	REPCO - DONNYBROOK	MISC VEHICLE PARTS AND BATTERIES	\$	1,463.88	
EFT20783	SPRINT EXPRESS	FREIGHT EXPENSES - BUNBURY TRUCKS 1 X BAG	\$	11.00	
EFT20784	ROSTER WITH ROSS PTY LTD	TUIA LODGE - ZUUS PAYROLL - 12/01/2021 TO 11/02/2021	\$	149.00	
EFT20785	STEWART & HEATON CLOTHING P/L	ALL BFBS - PROTECTIVE CLOTHING & PPE	\$	1,897.92	
EFT20786	SOUTHERN LOCK & SECURITY	ADMIN - WEEKLY ALARM MONITORING SERVICE - JAN TO MAR 2021	\$	421.29	
EFT20787	SOS OFFICE EQUIPMENT	PHOTOCOPIER EXPENSES - DEC 2020	\$	1,924.03	
EFT20788	WA COUNTRY HEALTH SERVICE - SW	TUIA LODGE - RESIDENTS MEALS - OCTOBER 2020	\$	40,923.67	
EFT20789	STALEY FOOD & PACKAGING	TUIA LODGE - CLEANING, PPE, KITCHEN, LAUNDRY CONSUMABLES	\$	2,403.42	
EFT20790	SURGICAL HOUSE PTY LTD	PHARMACEUTICAL SUPPLIES	\$	235.74	
EFT20791	CR SHANE SERCOMBE	COUNCILLOR ALLOWANCE - OCT - DEC 2020	\$	2,739.50	
EFT20792	CR CHRISTOPHER SMITH	COUNCILLOR ALLOWANCE - OCT - DEC 2020	\$	2,739.50	
EFT20793	S & S PROPERTY MAINTENANCE	DBK SES - CLEANING EXPENSES FOR 14/12/2020	\$	70.00	
EFT20794	SHRED-X PTY LTD	ADMIN OFFICE - SHREDDING BIN PICKUP OCT - DEC 2020	\$	176.68	
EFT20795	SANDOW PTY LTD	PRE CONSTRUCTION DILAPIDATION INSPECTIONS & REPORT	\$	450.00	
EFT20796	TELSTRA	TELEPHONE & INTERNET EXPENSES	\$	4,092.24	
EFT20797	WA TREASURY CORPORATION	LOAN 80 - CAPITAL & INTEREST REPAYMENT, GVT GTEE FEES	\$	9,656.51	
EFT20798	TRUCKLINE	DB6232 FLATBEAD TRAILER - RACHET STRAPS	\$	59.84	

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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
EFT20799	TOLL TRANSPORT PTY LTD	FREIGHT EXPENSES	\$ 259.60	
EFT20800	UNICARE HEALTH	TUIA LODGE - HIRE OF REGENCY R2900 CHAIR & DELIVERY	\$ 1,044.50	
EFT20801	LANDGATE	VALUATION SERVICES - DEC 20	\$ 380.02	
EFT20802	EARTH 2 OCEAN COMMUNICATIONS	PURCHASE AND INSTALLATION OF HI BAND RADIOS TO PLANT	\$ 4,506.70	
EFT20803	VIP GARDENING	TUIA LODGE - GARDENING CONTRACTOR - OCT 2020	\$ 1,380.50	
EFT20804	STAFF REIMBURSEMENTS	REIMBURSEMENT OF POLICE CLEARANCE EXPENSES	\$ 55.80	
EFT20805	VISY INDUSTRIES AUSTRALIA PTY LTD	RATES REFUND	\$ 9,721.02	
EFT20806	WATER CORPORATION	WATER & SEWERAGE EXPENSES	\$ 105.46	
EFT20807	SYNERGY	ELECTRICITY EXPENSES	\$ 15,249.53	
EFT20808	WESTRAC EQUIPMENT PTY LTD	DB4517 CAT GRADER - PARTS & OIL	\$ 1,070.89	
EFT20809	WORK CLOBBER	DBK REC CTR - STAFF UNIFORMS AND EMBROIDERY	\$ 440.40	
EFT20810	MJ WRINGE & SON	BFB VEHICLES - SERVICING AND REPAIRS	\$ 10,123.18	
EFT20811	CR LEANNE WRINGE	COUNCILLOR ALLOWANCE - OCT - DEC 2020	\$ 2,739.50	
EFT20812	WESTSIDE WINDSCREENS	DB4517 GRADER - WINDOW TINT, DB 2134 INSTALL FRONT WINDOW	\$ 1,195.00	
EFT20813	WEST COAST FIT	DBK REC CTR - GROUP FITNESS INSTRUCTOR EXPENSES - DEC 2020	\$ 410.00	
EFT20814	YABBERUP COMMUNITY ASSOCIATION	YABBERUP HALL - 2020/21 HALL MAINTENANCE ALLOWANCE	\$ 1,530.00	
EFT20814a	SG FLEET AUSTRALIA PTY LIMITED	CESM VEHICLE - LEASE REPAYMENT 09/01/2021 - 08/02/2021	\$ 1,561.90	
EFT20814b	AUSTRALIAN TAX OFFICE	BAS - DECEMBER 2020	\$ 155,813.00	
EFT20815	BUILD & CONST IND TRAINING FUND	BCITF LEVY COLLECTION FOR DECEMBER 2020	\$ 1,420.01	
EFT20816	DEPT OF MIRS - BUILDING COMMISSN	BSL LEVY COLLECTIONS FOR DECEMBER 2020	\$ 3,803.92	
EFT20817	ESTATE OF JENNIFER MARY LAMBERT	REFUND TUIA LODGE RAD BOND	\$ 410,183.01	
EFT20817a	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 27/01/2020	\$ 136,926.58	
EFT20817b	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - PAYROLL FOR PERIOD ENDING 27/01/2020	\$ 73,787.17	
EFT20818	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$ 51.80	
EFT20819	AMITY SIGNS	RURAL ROAD NUMBERS	\$ 53.90	
EFT20820	ALL-TECH PLUMBING	DBK REC CTR - INV BLOCKAGE IN WASTE DRAIN & INSTALL PUMP	\$ 2,256.16	
EFT20821	WINC AUSTRALIA PTY LTD	AUST DAY 2021 COVID SAFE SUPPLIES & DEPOT - PPE	\$ 2,160.67	
EFT20822	ALLENS TRAFFIC MANAGEMENT	BROOKHAMPTON RD - TRAFFIC MGMT FOR SHOULDER WORKS	\$ 27,268.45	
EFT20823	ABCO PRODUCTS PTY LTD	PUBLIC ABLUTIONS - CLEANING SUPPLIES	\$ 1,962.59	
EFT20824	A & R MACHINERY	PURCHASE OF ZERO TURN MOWER LESS TRADE IN	\$ 21,256.44	
EFT20825	A1 SIGN SHOP	DBK TOWNSITE - REPLACEMENT FLAG BANNERS X 8	\$ 697.40	
EFT20826	BUNNINGS GROUP LIMITED	TUIA LODGE - BBQ, GAS BOTTLE, SHUT OFF VALVE & COVER	\$ 945.56	
EFT20827	BIG W - BUNBURY	TUIA LODGE - ASSORTED KITCHEN STORAGE CONTAINERS	\$ 298.00	
EFT20828	AGRI SPARK AUTO ELECTRICS	DB92 RANGERS - REPLACE & INSTALL FAULTY ELECTRICS	\$ 45.50	

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Chq/EFT	Name	Description		Municipal	Trust
EFT20829	BP SERVICE STATION	MGNT DBK TRANSIT PRK & FUEL EXPENSES - DEC 2020	\$	3,976.82	
EFT20830	BLUE FORCE PTY LTD	PRESTON VILLAGE - EMERGENCY HELP MONITORING DEC 2020	\$	155.13	
EFT20831	BBY HARVEY REGIONAL COUNCIL	ORGANICS DISPOSAL - DECEMBER 2020	\$	1,993.60	
EFT20832	STAFF REIMBURSEMENTS	REIMBURSE TELECOMMUNICATION PACKAGE 21/11/2020 - 21/02/2021	\$	301.87	
EFT20833	BBY GEOTECHNICAL & LAB SERVICES	PAVEMENT TESTING AT VARIOUS LOCATIONS ON COLLINS ST	\$	1,738.00	
EFT20834	LEANNE DEBRA BAKER	RATES REFUND	\$	1,000.00	
EFT20835	CRENDON MACHINERY	HIRE OF SQUIRREL TO REMOVE BANNERS & DECORATIONS	\$	238.70	
EFT20836	CRAVEN FOODS	DBK REC CTR - KIOSK SNACK & CHIP SUPPLIES	\$	128.31	
EFT20837	DBK BLN CHAMBER OF COMMERCE	20/21 SUPP GRANT FUNDING - TWILIGHT CHRISTMAS MARKETS	\$	2,200.00	
EFT20838	CORSIGN WA	BOLTS FOR STREET SIGN BRACKETS	\$	49.50	
EFT20839	DONNYBROOK MEDICAL SERVICES	TUIA LODGE - PRE EMPLOYMENT MEDICAL	\$	315.00	
EFT20840	DONNYBROOK PHARMACY	TUIA LODGE - PHARMACY ACCOUNT - DECEMBER 2020	\$	32.50	
EFT20841	DBK & DISTRICTS PLUMBING SERVICE	PLUMBING REPAIRS AND MAINTENANCE	\$	2,057.00	
EFT20842	DONNYBROOK FAMILY BAKERY	2021 COVID SAFE AUST DAY BRUNCH - HOTDOG ROLLS	\$	150.00	
EFT20843	DONNYBROOK TYRE SERVICE	DB2114 ROLLER & DB606 MOWER - SUPPLY & INSTALL NEW TUBES	\$	428.50	
EFT20844	DONNYBROOK GLASS	REPLACE BROKEN WINDOW - EMERALD ST	\$	332.20	
EFT20845	BRIAN KELVIN DE GARIS	BOND REFUND	\$	300.00	
EFT20846	DBK COMMUNITY RESOURCE CENTRE	2020 SYNCRONISED SUNDOWNER - VOLUNTEER APPRECIATION	\$	440.00	
EFT20847	DIVERSE PLUMBING	SERVICE ZIPP BOILER/CHILLER & RECONFIGURE PIPE CONNECTIONS	\$	104.50	
EFT20848	DELL FINANCIAL SERVICES PTY LTD	LEASE REPAYMENT - FEB 2020	\$	821.46	
EFT20849	JEAN DAVIS	RATES REFUND	\$	594.00	
EFT20850	DARDANUP BUTCHERING COMPANY	TUIA LODGE - MEAT SUPPLY	\$	1,079.34	
EFT20851	FLEXI STAFF PTY LTD	TUIA LODGE - WAGES - CONTRACT STAFF	\$	300.18	
EFT20852	FRONTLINE FIRE & RESCUE	BFB'S - LAYFLAT HOSES	\$	4,167.09	
EFT20853	GARAGE DOORS SOUTH WEST	DBK REC CTR - REPLACE ROLLER DOOR TO PLANT ROOM	\$	2,065.00	
EFT20854	GARMIN	GARMEN MESSENGER & GPS DEVICE - 14/01/2021 - 13/02/2021	\$	60.00	
EFT20855	HASTIE WASTE PTY LTD	DRUMMUSTER COLLECTION FOR QUARTER OCT - DEC 2020	\$	174.46	
EFT20856	COVERT SIGNS	2021 SUMMER MOVIE EVENT SIGNAGE - RED DOG	\$	669.90	
EFT20857	JONNO'S HANDYMAN & CARPENTRY	PRESTON VILLAGE - GROUNDS MAINTENANCE	\$	150.18	
EFT20858	JCOMM SW	TUIA LODGE - TELEPHONE CONNECTION TO ROOM 33	\$	627.80	
EFT20859	KMART SOUTH BUNBURY - 1187	2021 AUST DAY - ASSORTED STORAGE & FOOD TOOL SUPPLIES	\$	136.15	
EFT20860	KIRUP PROGRESS ASSOCIATION INC	2019-2020 MAJOR GRANT - TREES & FENCING	\$	1,103.40	
EFT20861	LOTEX FILTER CLEANING SERVICE	DB4517 GRADER - CLEAN AIR CLEANER	\$	278.51	
EFT20862	MALATESTA ROAD PAVING & HOTMIX	250L OF EMULSION FOR PATCHING VARIOUS ROADS	\$	400.00	

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Chq/EFT	Name	Description		Municipal	Trust
EFT20863	MEDELECT BIOMEDICAL SERVICES	TUIA LODGE - REPAIRS TO AIR MATTRESS PUMP/CONTROLLER	\$	500.50	
EFT20864	MJB INDUSTRIES PTY LTD	UPPER CAPEL & BROOKHAMPTON RDS - DRAINAGE PRODUCTS	\$	33,760.98	
EFT20865	MARKETFORCE PRODUCTIONS	ADVERTISING EXPENSES	\$	571.27	
EFT20866	NIGEL ALLAN MOORE	RATES REFUND	\$	500.00	
EFT20867	NEWLANDS SOCIAL CLUB INC	2020 SYNCRONISED SUNDOWNER - VOLUNTEER APPRECIATION	\$	400.00	
EFT20868	OFFICEWORKS	FERNDAL BFB - 2 X TABLES, CHAIRS, STORAGE - BACK ORDER	\$	1,264.23	
EFT20869	PFI CLEANING SUPPLIES	ADMIN - CLEANING SUPPLIES	\$	424.70	
EFT20870	PRESTON PRESS	20/21 COMMUNITY GRANT RECURRENT FUNDING	\$	5,560.00	
EFT20871	FULTON HOGAN INDUSTRIES PTY LTD	PRIMER SEAL AT SOUTHAMPTON ROAD APPROX 8060M2	\$	67,056.06	
EFT20872	PRESTIGE PRODUCTS	DBK REC CTR - FACE MASKS	\$	70.40	
EFT20873	PRESTON VALLEY MAINTENANCE	BUILDING MAINTENANCE AND REPAIRS	\$	2,893.00	
EFT20874	PRESTON POWER EQUIPMENT	REPLACEMENT TYRES/WHEELS FOR MOWER	\$	123.00	
EFT20875	C.J. KAY T/A RURAL CINEMA	2021 OUTDOOR MOVIE SERIES - ABOMINABLE	\$	3,900.00	
EFT20876	REGIONAL DEVELOPMENT AUST -SW	REMLAN 2020-21 - CONTRIBUTION TO PROFILING FOR SW	\$	550.00	
EFT20877	REWARD HOSPITALITY	DB SES - HOT BOXES	\$	202.33	
EFT20878	ROCKET AND BRYAN	2021 COVID SAFE AUST DAY - 2 HRS ENTERTAINMENT	\$	600.00	
EFT20879	SOUTH WEST RUBBER STAMPS	TUAI LODGE - RUBBER STAMP FOR MEDICATION BOOK X 2	\$	69.72	
EFT20880	SOS OFFICE EQUIPMENT	PHOTOCOPIER EXPENSES	\$	80.04	
EFT20881	SPORTSMARINE	MUNRO BFB - X2 BATTERY OPERATED TRAIL CAMERAS	\$	738.95	
EFT20882	STALEY FOOD & PACKAGING	TUIA LODGE - PPE, CLEANING, KITCHEN, LAUNDRY CONSUMABLES	\$	3,266.11	
EFT20883	SURGICAL HOUSE PTY LTD	PHARMACEUTICAL SUPPLIES	\$	2,230.37	
EFT20884	SIGNS PLUS	TUIA LODGE - STAFF NAME BADGES	\$	261.00	
EFT20885	S & S PROPERTY MAINTENANCE	DBK ADMIN - CLEANING EXPENSES FOR DEC 2020	\$	1,585.00	
EFT20886	STRATAGREEN	P&G - SOIL CONDITIONER, SECATEURS, LONG REACH PRUNERS	\$	1,037.22	
EFT20887	TELSTRA	TELEPHONE & INTERNET EXPENSES	\$	1,505.01	
EFT20888	TOLL TRANSPORT PTY LTD	FREIGHT EXPENSES	\$	133.55	
EFT20889	LANDGATE	VALUATION SERVICES	\$	69.20	
EFT20890	VIP GARDENING	TUIA LODGE - GARDENING CONTRACTOR FOR SEPT 2020	\$	1,607.90	
EFT20891	WATER CORPORATION	WATER & SEWERAGE EXPENSES	\$	802.07	
EFT20892	SYNERGY	ELECTRICITY EXPENSES	\$	11,565.65	
EFT20893	VEOLIA ENVIRONMENTAL SERVICES	ROAD SWEEPNG FOR 20/21 FY - JAN 2021	\$	1,211.10	
EFT20894	WORK CLOBBER	UNIFORM & PPE FOR NEW EMPLOYEES	\$	1,084.82	
EFT20895	SHANE ROBERT WARDHAUGH	REFUND OF CAT REGISTRATION PROCESSED TWICE IN ERROR	\$	20.00	
EFT20896	ZIPFORM	RATES - PRINTING OF 3RD INSTALLMENT NOTICES	\$	1,099.12	

SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995
LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH
DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 24 FEBRUARY 2021
MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
EFT20896a	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - SUPERANNUATION FOR JANUARY 2021	\$	16,841.11	
EFT20896b	SHERIFF'S OFFICE	FINES ENFORCEMENT LODGEMENT FEE - TO BE RECOUPED	\$	77.00	
53623	SHIRE OF DONNYBROOK BALINGUP	DBK LIBRARY - PETTY CASH RECOUP - DEC 2020	\$	73.70	
53624	SHIRE OF DONNYBROOK BALINGUP	RATES - CORRECTION OF BANK DEPOSIT 30/11/2020	\$	404.55	
53625	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - FUNDS TO RECOUP RESIDENT KITTY ARREARS	\$	26.32	
53626	THOMAS JAMES SIMMONDS	FRANK ARBUTHNOTT MEMORIAL SCHOLARSHIP 2020	\$	500.00	
53627	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO NUMBER PLATE	\$	200.00	
53628	SHIRE OF DONNYBROOK BALINGUP	RESIDENTS KITTY RECOUP - DEC 2020	\$	856.55	
53629	DEPT OF COMMERCE	TRANSFER TENANCY BOND FOR UNIT 11 PRESTON VILLAGE	\$	1,000.00	
53630	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - DAP DRAW DOWN - (HAWTER)	\$	18,540.72	
53631	SHIRE OF DONNYBROOK BALINGUP	DBK LIBRARY - PETTY CASH RECOUP - DEC 20	\$	90.96	
53632	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - STAFF RATES PAYROLL DEDUCTIONS - DEC 2020	\$	365.00	
53633	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO NUMBER PLATE	\$	200.00	
53634	DEPARTMENT OF TRANSPORT	DB2462 GRADER - 20/21 VEHICLE REGISTRATION TO 30 JUNE 2021	\$	41.25	
DD25517.1	AWARE SUPER	PAYROLL DEDUCTIONS	\$	18,718.32	
DD25517.2	COMMBANK GROUP SUPER	PAYROLL DEDUCTIONS	\$	187.28	
DD25517.3	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$	1,067.71	
DD25517.4	DILLON FAMILY SUPERFUND	PAYROLL DEDUCTIONS	\$	325.23	
DD25517.5	AMP LIFE LIMITED	PAYROLL DEDUCTIONS	\$	90.10	
DD25517.6	ONEPATH MASTERFUND	PAYROLL DEDUCTIONS	\$	288.80	
DD25517.7	UNISUPER	PAYROLL DEDUCTIONS	\$	70.62	
DD25517.8	HOSTPLUS	PAYROLL DEDUCTIONS	\$	383.65	
DD25517.9	BT SUPER FOR LIFE	PAYROLL DEDUCTIONS	\$	131.34	
DD25559.1	SPECTRUM SUPER	PAYROLL DEDUCTIONS	\$	43.35	
DD25559.2	UNISUPER	PAYROLL DEDUCTIONS	\$	17.29	
DD25559.3	BT SUPER FOR LIFE	PAYROLL DEDUCTIONS	\$	139.45	
DD25559.4	AUST CATHOLIC SUPERANNUATION	PAYROLL DEDUCTIONS	\$	114.07	
DD25559.5	AWARE SUPER	PAYROLL DEDUCTIONS	\$	22,390.11	
DD25559.6	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$	1,047.90	
DD25559.7	FIRSTCHOICE PERSONAL SUPER	PAYROLL DEDUCTIONS	\$	63.83	
DD25559.8	BENDIGO SMARTSTART SUPER	PAYROLL DEDUCTIONS	\$	232.24	
DD25559.9	COMMBANK GROUP SUPER	PAYROLL DEDUCTIONS	\$	187.28	
DD25559.10	HOSTPLUS	PAYROLL DEDUCTIONS	\$	448.49	
DD25559.11	DILLON FAMILY SUPERFUND	PAYROLL DEDUCTIONS	\$	325.23	

SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995
LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH
DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 24 FEBRUARY 2021
MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
DD25559.12	ONEPATH MASTERFUND	PAYROLL DEDUCTIONS	\$	310.75	
DD25593.1	SPECTRUM SUPER	PAYROLL DEDUCTIONS	\$	21.67	
DD25593.2	ONEPATH MASTERFUND	PAYROLL DEDUCTIONS	\$	324.05	
DD25593.3	UNISUPER	PAYROLL DEDUCTIONS	\$	36.03	
DD25593.4	BT SUPER FOR LIFE	PAYROLL DEDUCTIONS	\$	114.22	
DD25593.5	AUST CATHOLIC SUPERANNUATION	PAYROLL DEDUCTIONS	\$	51.88	
DD25593.6	AWARE SUPER	PAYROLL DEDUCTIONS	\$	18,213.63	
DD25593.7	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$	1,070.38	
DD25593.8	FIRSTCHOICE PERSONAL SUPER	PAYROLL DEDUCTIONS	\$	16.30	
DD25593.9	MLC NOMINEES PTY LTD	PAYROLL DEDUCTIONS	\$	67.90	
DD25593.10	BENDIGO SMARTSTART SUPER	PAYROLL DEDUCTIONS	\$	224.73	
DD25593.11	COMMBANK GROUP SUPER	PAYROLL DEDUCTIONS	\$	190.73	
DD25593.12	HOSTPLUS	PAYROLL DEDUCTIONS	\$	401.94	
DD25593.13	DILLON FAMILY SUPERFUND	PAYROLL DEDUCTIONS	\$	331.22	
DD25624.1	AWARE SUPER	PAYROLL DEDUCTIONS	\$	18,912.01	
DD25624.2	FIRSTCHOICE PERSONAL SUPER	PAYROLL DEDUCTIONS	\$	47.67	
DD25624.3	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$	1,178.28	
DD25624.4	BENDIGO SMARTSTART SUPER	PAYROLL DEDUCTIONS	\$	224.50	
DD25624.5	BT SUPER FOR LIFE	PAYROLL DEDUCTIONS	\$	492.65	
DD25624.6	COMMBANK GROUP SUPER	PAYROLL DEDUCTIONS	\$	190.73	
DD25624.7	DILLON FAMILY SUPERFUND	PAYROLL DEDUCTIONS	\$	331.22	
DD25624.8	ONEPATH MASTERFUND	PAYROLL DEDUCTIONS	\$	288.80	
DD25624.9	HOSTPLUS	PAYROLL DEDUCTIONS	\$	390.72	
DD25655.1	SPECTRUM SUPER	PAYROLL DEDUCTIONS	\$	43.35	
DD25655.2	ONEPATH MASTERFUND	PAYROLL DEDUCTIONS	\$	288.80	
DD25655.3	HOSTPLUS	PAYROLL DEDUCTIONS	\$	383.65	
DD25655.4	AUST CATHOLIC SUPERANNUATION	PAYROLL DEDUCTIONS	\$	55.68	
DD25655.5	AWARE SUPER	PAYROLL DEDUCTIONS	\$	19,111.63	
DD25655.6	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$	1,166.26	
DD25655.7	FIRSTCHOICE PERSONAL SUPER	PAYROLL DEDUCTIONS	\$	17.93	
DD25655.8	BENDIGO SMARTSTART SUPER	PAYROLL DEDUCTIONS	\$	211.98	
DD25655.9	BT SUPER FOR LIFE	PAYROLL DEDUCTIONS	\$	599.42	
DD25655.10	COMMBANK GROUP SUPER	PAYROLL DEDUCTIONS	\$	187.28	
DD25655.11	DILLON FAMILY SUPERFUND	PAYROLL DEDUCTIONS	\$	331.22	

SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995
LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH
DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 24 FEBRUARY 2021
MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
DD25655.12	AMP LIFE LIMITED	PAYROLL DEDUCTIONS	\$ 227.79	
			\$ 3,929,582.03	\$ -
				\$ 3,929,582.03

SHIRE OF DONNYBROOK/BALINGUP

LOCAL GOVERNMENT ACT 1995

LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 24 FEBRUARY 2021.

SUMMARY:

<i>Bank</i>	<i>Cheque Number</i>	<i>Amount</i>
Municipal	CCP3552-CCP3558, EFT20446a-EFT20896b, 53623 - 53634, DD25517.1- DD25517.9, DD25559.1- DD2555.12, DD25593.1- DD25593.13, DD25624.1- DD25624.9 and DD25655.1- DD25655.12	\$3,929,582.03
Trust		
<i>Monthly Cheque Totals</i>		<u><u>\$3,929,582.03</u></u>

CERTIFICATION OF EXECUTIVE MANAGER CORPORATE & COMMUNITY

This schedule of accounts paid under delegated authority (No 3.1) covering cheques numbered from CCP3552-CCP3558, EFT20446a-EFT20896b, 53623 - 53634, DD25517.1-DD25517.9, DD25559.1-DD2555.12, DD25593.1-DD25593.13, DD25624.1-DD25624.9 and DD25655.1- DD25655.12 totalling \$3,929,582.03 is herewith presented to Council. The payments have been checked and are fully supported by vouchers and invoices which have been duly certified as to the goods and the rendition of services, prices and computations and the amounts shown were due for payment.

 <hr/> EXECUTIVE MANAGER CORPORATE & COMMUNITY	<i>12/2/2021</i> <hr/> DATE
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**Monthly
Financial Reports**
Management Statements

**For the period ended
31st December 2020**

Shire of Donnybrook-Balingup

Monthly Report to Council

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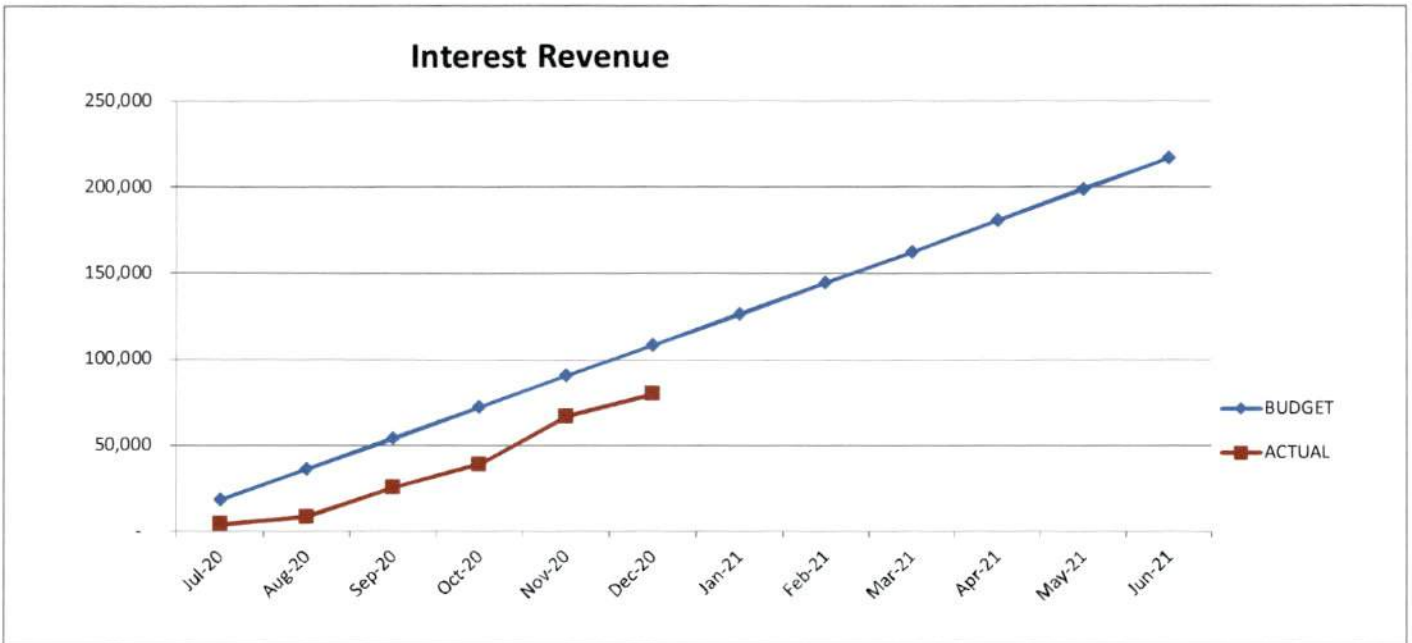
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Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st December 2020

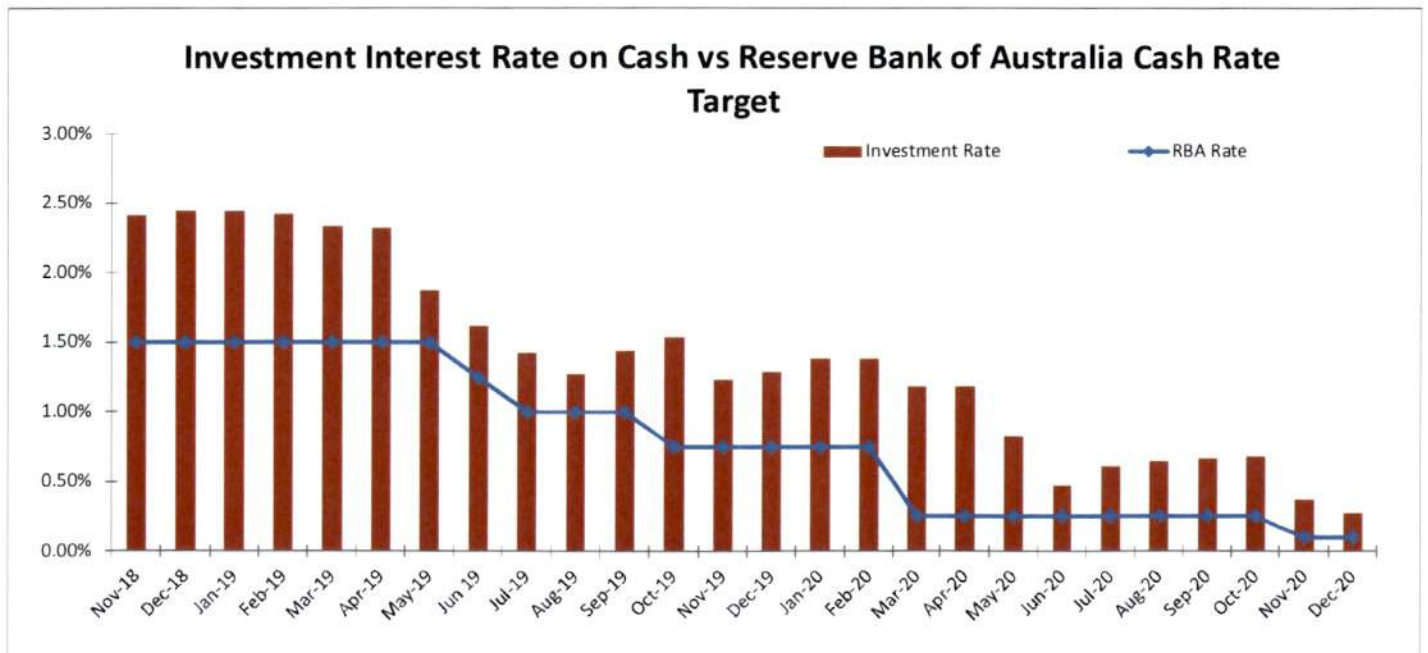
* **Cash & Investments**

As at reporting date total interest revenue received on Rates, Shire Municipal and Reserve Funds are:

	YTD Actual	YTD Budget
Municipal Fund:	\$ 21,546	\$ 48,000
Reserve Fund:	\$ 16,722	\$ 31,662
Interest Revenue - Rates	\$ 41,571	\$ 28,746
	\$ 79,840	\$ 108,408



The following graph compares the Shire's interest rate on investments against the Reserve Bank's reference rate. Council has continued to maintain a return above the RBA cash target rate.

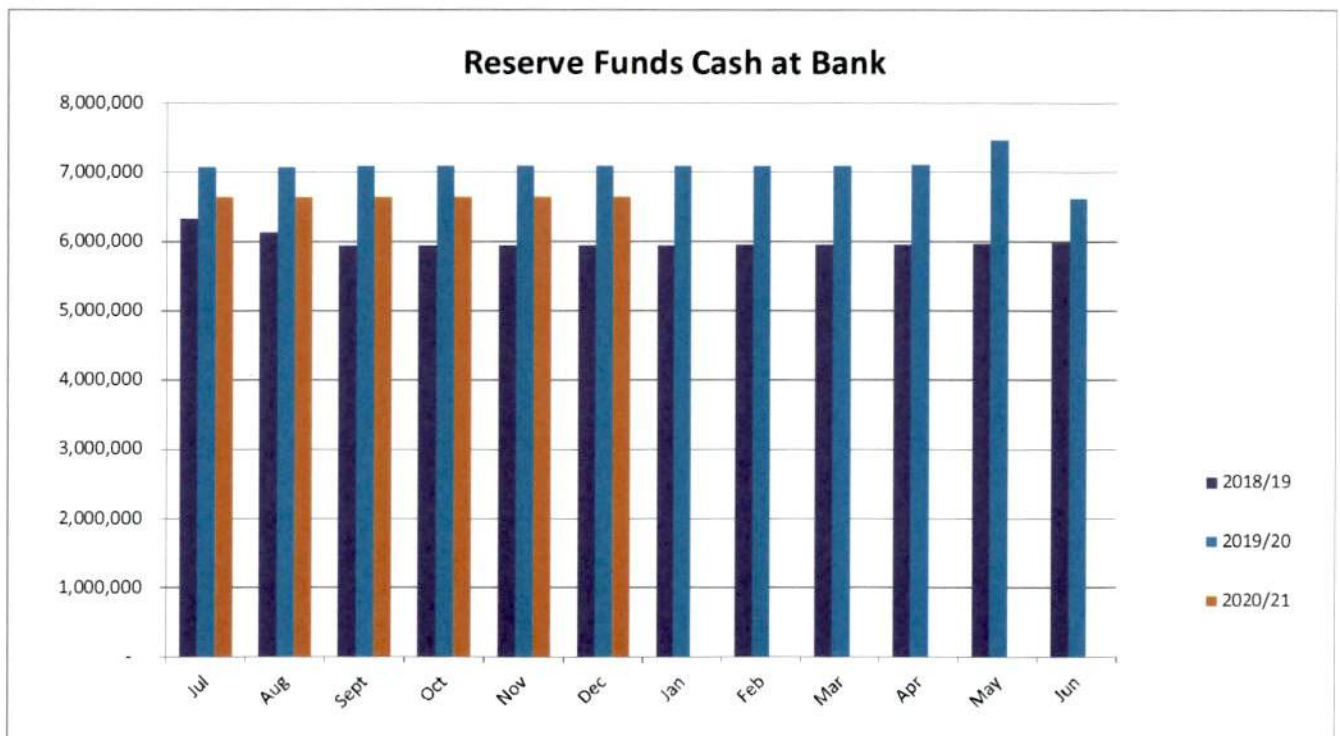
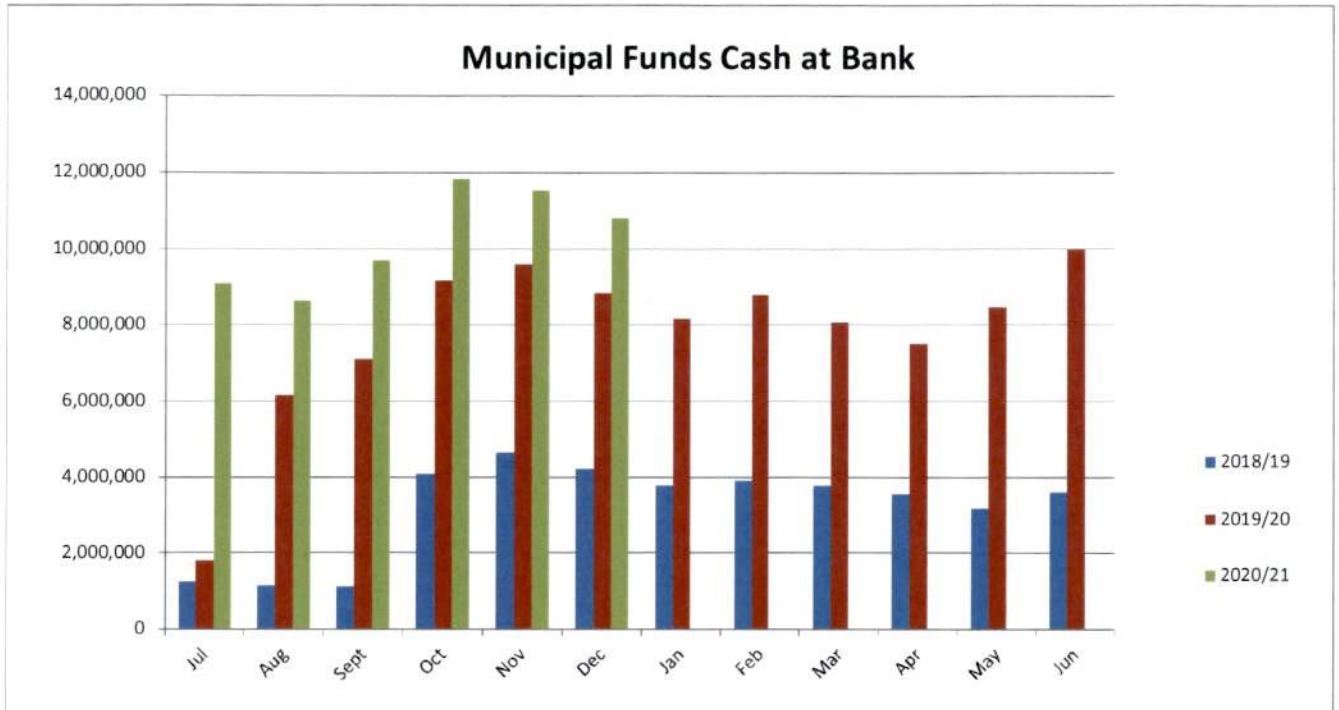


Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st December 2020

*** Cash & Investments**

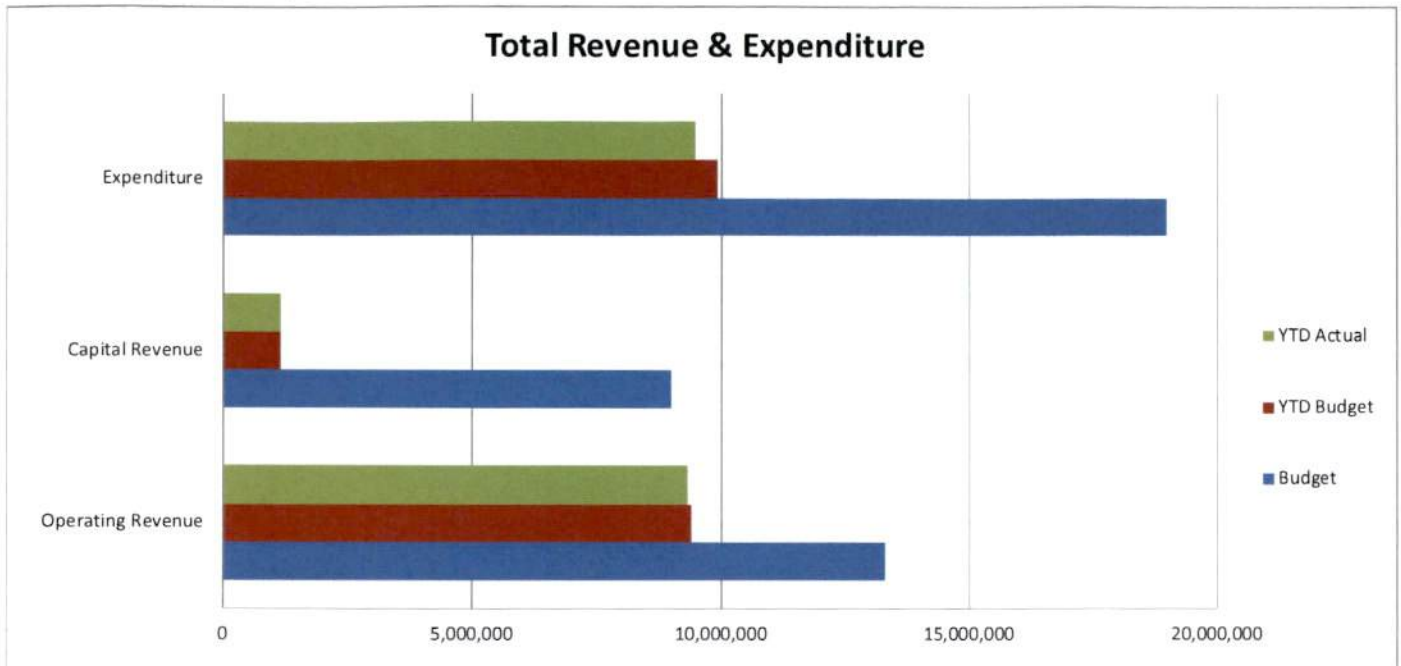
As at reporting date, the Shire's cash on hand as per the bank statements shows a reconciled balance of \$10,809,668.98
 This includes investments held by the Shire of \$9,440,050.67

Municipal Investment Funds total	\$	5,287,257
Restricted Funds - Bond Deposits	\$	4,152,793
Municipal Fund Cash at Bank total	\$	1,369,618
Reserve Investment Funds Cash at Bank	\$	6,656,959
	\$	17,466,628



Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st December 2020

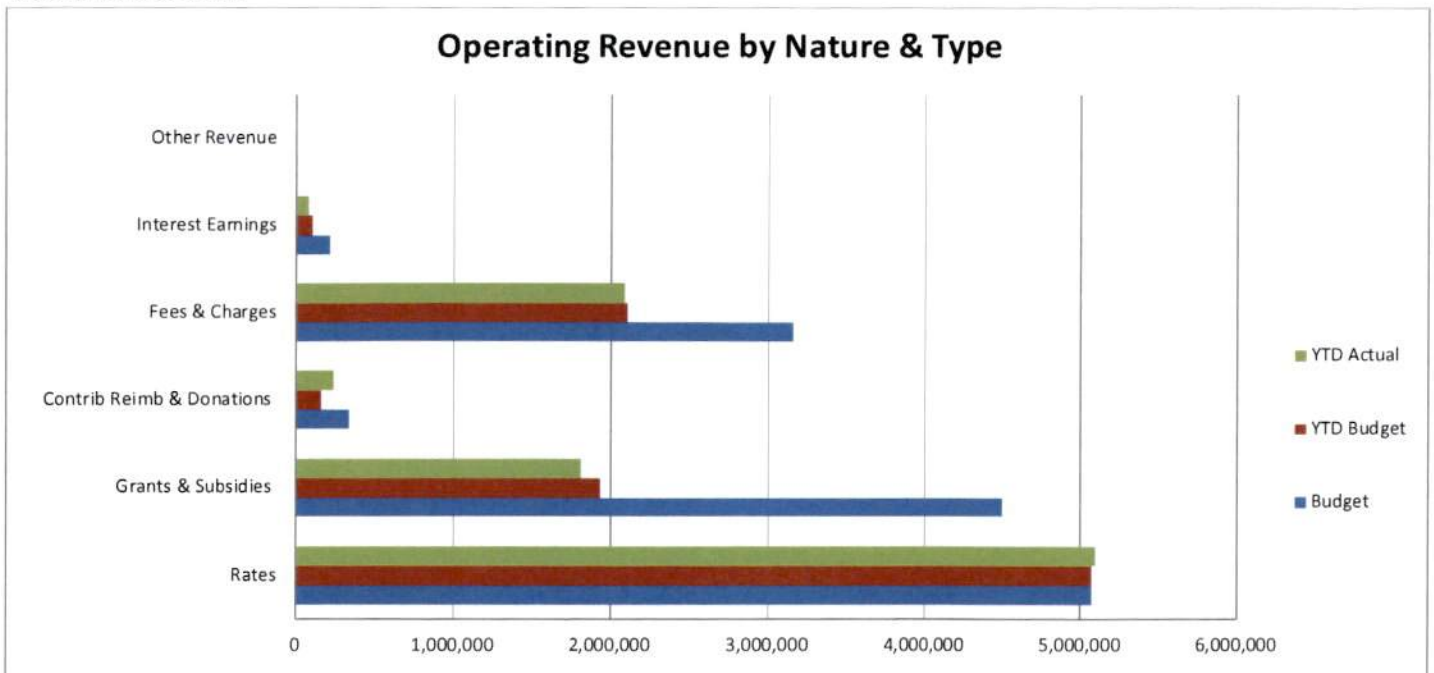
* **Nature & Type Reporting**



Total Revenue & Expenditure

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Operating Revenue	13,286,259	9,390,896	9,318,489	(0.77%)
Capital Revenue	8,994,403	1,170,526	1,154,445	(1.37%)
Expenditure	18,988,603	9,914,485	9,474,078	(4.44%)

A further detailed analysis of total operating revenue, capital revenue and expenditures is provided via the various nature and type subsections listed below:

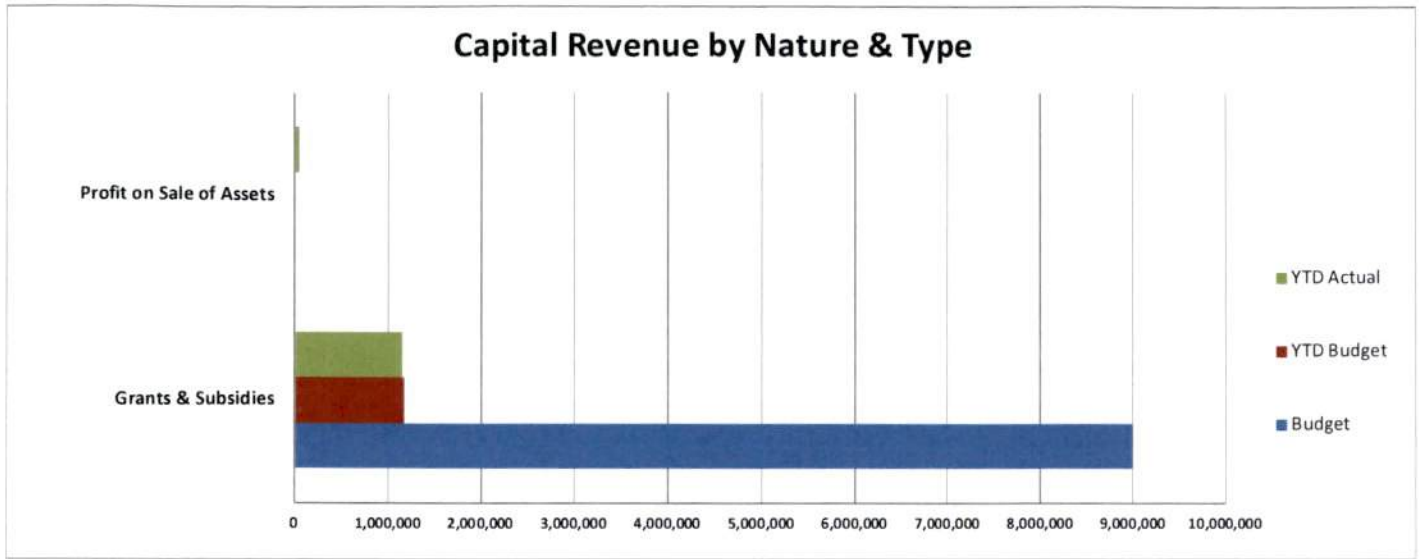


Operating Revenue by Nature & Type

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Rates	5,074,942	5,074,042	5,095,261	0.42%
Grants & Subsidies	4,498,690	1,935,814	1,810,669	(6.46%)
Contrib Reimb & Donations	339,678	160,924	242,789	50.87%
Fees & Charges	3,154,474	2,110,886	2,089,607	(1.01%)
Interest Earnings	216,825	108,408	79,840	(26.35%)
Other Revenue	1,650	822	324	(60.61%)
Total	13,286,259	9,390,896	9,318,489	

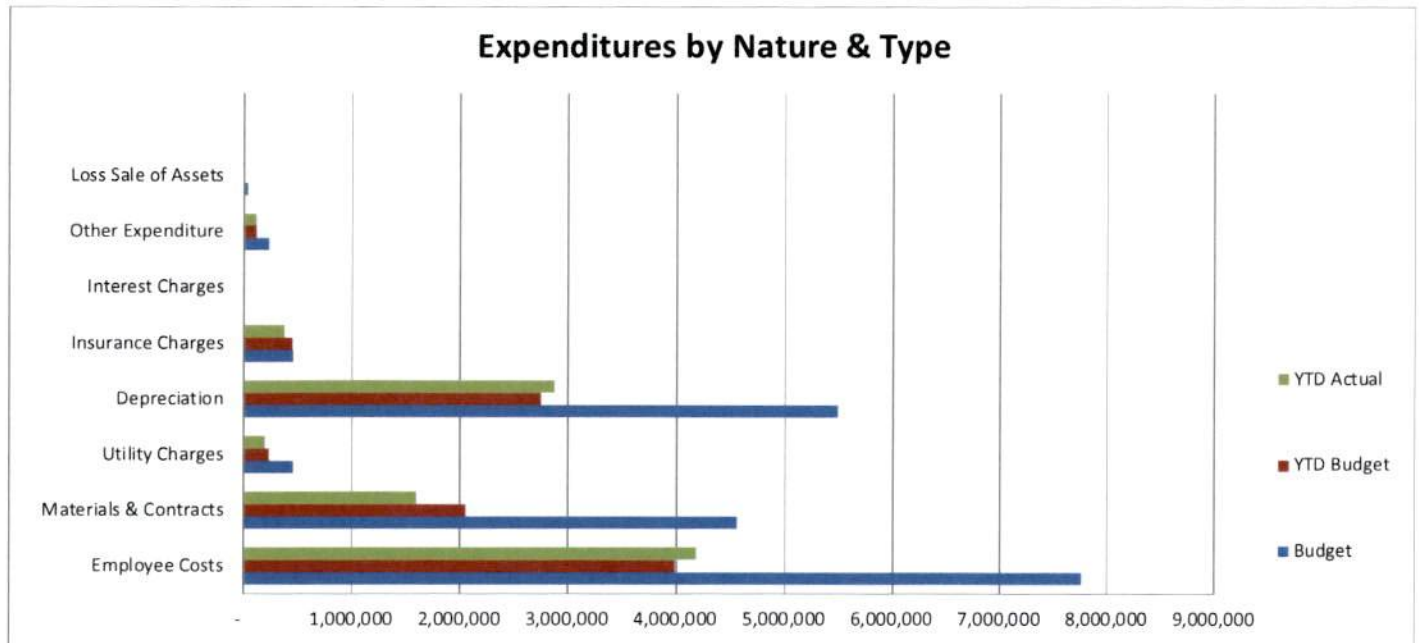
Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st December 2020

• **Nature & Type Reporting (continued)**



Capital Revenue by Nature and Type

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Grants & Subsidies	8,994,403	1,170,526	1,154,445	(1.37%)
Profit on Sale of Assets	9,869	9,691	48,901	404.60%
Total	9,004,272	1,180,217	1,203,346	

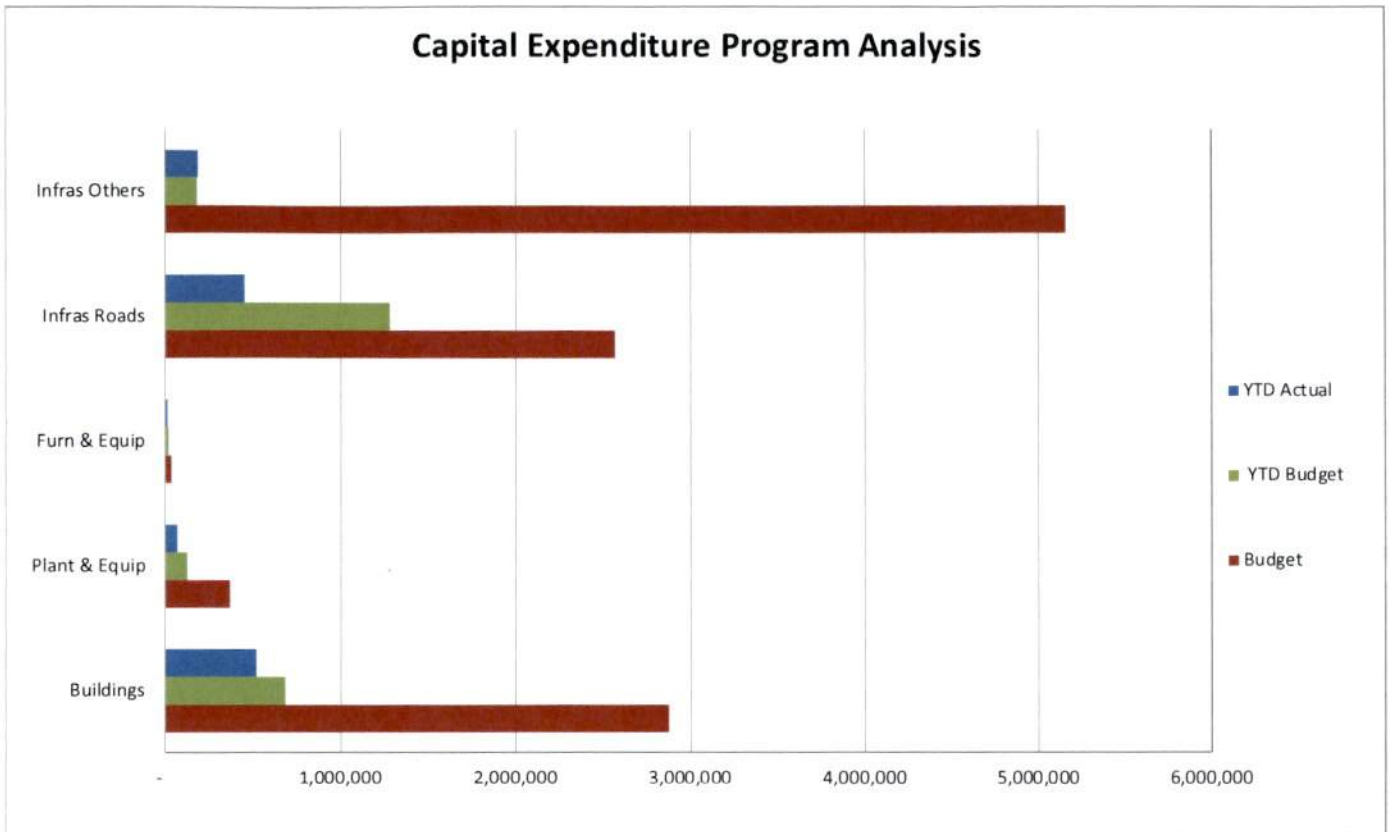


Expenditures by Nature and Type

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Employee costs	7,766,645	3,989,490	4,181,780	4.82%
Materials and contracts	4,559,200	2,047,339	1,594,976	(22.10%)
Utility charges	457,272	228,480	196,454	(14.02%)
Depreciation on Non Current Assets	5,494,234	2,747,046	2,870,402	4.49%
Insurance charges	456,518	451,900	376,565	(16.67%)
Interest charges	17,133	9,965	(3,725)	(62.62%)
Loss on sale of asset	32,470	13,053	0	0.00%
Other expenditure	237,601	118,755	114,840	(3.30%)
TOTAL	19,021,073	9,606,028	9,338,741	

Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st December 2020

* **Capital Acquisitions by Asset Class**



Capital Acquisitions

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Buildings	2,875,764	680,410	517,029	(24.01%)
Plant & Equipment	371,556	127,215	64,692	(49.15%)
Furniture & Equipment	38,000	18,996	12,921	(31.98%)
Infrastructure Roads	2,567,418	1,283,580	451,350	(64.84%)
Infrastructure Others	5,160,088	181,244	186,445	2.87%
TOTAL	11,012,826	2,291,445	1,232,436	

Shire of Donnybrook / Balingup
Operating Statement
For Period ended 31st December 2020

		Adopted Budget 2020/21	Budget Year-to-date 2020/21	Actual Year-to-date 2020/21
Operating Revenues				
Rate Revenue	3	5,074,942	5,074,042	5,095,261
General Purpose Funding	3	1,163,234	581,598	591,576
Governance	4	64,084	42,804	51,054
Law, Order & Public Safety	5	577,580	264,030	274,167
Health	7	173,013	86,490	90,477
Education and Welfare	8	4,047,772	1,791,592	1,610,425
Community Amenities	10	1,134,936	1,101,284	1,159,246
Recreation & Culture	11	261,529	130,698	95,045
Transport	12	198,310	183,762	162,865
Economic Services	13	480,781	82,716	91,215
Other Property & Services	14	110,078	55,338	97,159
		13,286,259	9,394,354	9,318,489
Operating Expenses Excluding				
Borrowing Costs Expenses				
General Purpose Funding	3	(202,110)	(110,572)	(89,322)
Governance	4	(1,049,323)	(597,715)	(590,794)
Law, Order & Public Safety	5	(1,372,958)	(730,942)	(627,396)
Health	7	(260,039)	(133,495)	(132,869)
Education and Welfare	8	(5,020,297)	(2,318,052)	(2,278,051)
Community Amenities	10	(1,709,555)	(859,305)	(768,091)
Recreation & Culture	11	(3,576,815)	(1,822,946)	(1,866,596)
Transport	12	(4,818,754)	(2,452,137)	(2,549,858)
** Economic Services	13	(844,600)	(424,579)	(249,296)
Other Property & Services	14	(118,200)	(138,818)	(181,075)
		(18,972,651)	(9,588,561)	(9,333,348)
Borrowing Costs Expenses				
Governance	4	(2,876)	(1,195)	(1,251)
Law, Order & Public Safety	5	(111)	(45)	(123)
Health	7	(3,668)	(1,834)	(1,553)
Education and Welfare	8	(4,617)	(2,349)	(1,518)
Recreation and Culture	11	(2,012)	(1,004)	(773)
** Economic Services	13	(2,667)	(1,445)	(175)
		(15,951)	(7,872)	(5,393)
Contributions/Grants for the Development of Assets				
Law, Order & Public Safety	5	62,241	12,598	9,990
Community Amenities	10	170,000	5,000	1,295
Recreation & Culture	11	4,030,671	420,000	416,397
Transport	12	4,611,491	732,928	725,983
Economic Services	13	120,000	0	780
		8,994,403	1,170,526	1,154,445
GAIN OR (LOSS) ON THE DISPOSAL OF ASSETS				
Governance	4	622	622	0
Community Amenities	10	5611	5,611	11,639
Transport	12	(21,321)	(2,081)	912
Economic Services	13	(7,514)	(7,514)	36,350
		(22,602)	(3,362)	48,901
Net Profit OR Loss / Result		3,269,458	965,085	1,183,094

** Note increased borrowing costs/decreased economic svcs operating expenditure for Collins Street Loan Interest **

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type)
For the Period ended 31st December 2020

	Adopted Budget 2020/21	Budget Year-to-date 2020/21	Actual Year-to-date 2020/21
OPERATING REVENUE AND EXPENDITURE			
(a) <u>Summary by Nature and Type</u>			
Revenue			
Rates	5,074,942	5,074,042	5,095,261
Grants and Subsidies (Operating)	4,498,690	1,935,814	1,810,669
Contributions Reimbursements and Donations (Operating)	339,678	160,924	242,789
Fees and Charges	3,154,474	2,110,886	2,089,607
Interest Earnings	216,825	108,408	79,840
Other Revenue	1,650	822	324
	13,286,259	9,390,896	9,318,489
Expenditure			
Employee Costs	(7,766,645)	(3,989,490)	(4,181,780)
Materials and Contracts	(5,201,797)	(2,368,849)	(1,730,312)
Utility Charges	(457,272)	(228,480)	(196,454)
Depreciation on Non Current Assets	(5,494,234)	(2,747,046)	(2,870,402)
Insurance Expenses	(456,518)	(451,900)	(376,565)
Interest Expenses	(17,133)	(9,965)	(3,725)
Other Expenses	(237,601)	(118,755)	(114,840)
	(19,631,200)	(9,914,485)	(9,474,078)
Less Applicable to Capital Works	(642,598)	(321,510)	(135,337)
	(5,702,344)	(202,079)	(20,252)
Non-operating grants, subsidies and contributions	8,994,403	1,170,526	1,154,445
Profit on asset disposals	9,869	9,691	48,901
Loss on asset disposals	(32,470)	(13,053)	0
Net result	3,269,458	965,085	1,183,094
Total Comprehensive Income	3,269,458	965,085	1,183,094

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 31st December 2020

OPERATING REVENUE AND EXPENDITURE		2020/21		
		Adopted Budget	YTD Budget	Actual
(b) Classified According to Nature and Type:				
<u>OPERATING REVENUE</u>				
Rate Revenue				
**	Rates	5,074,942	5,074,042	5,095,261
Grants & Subsidies (Operating)				
**	Other Grants	4,498,690	1,935,814	1,810,669
Grants & Subsidies (Capital)				
	Other Grants	8,978,371	1,162,510	1,154,445
Reimbursements (Operating)				
**	Reimbursements	334,838	158,524	230,856
Contributions & Donations (Operating)				
	Contributions, Reimbursements & Donations	4,840	2,400	11,934
Contributions & Donations (Cap)				
	Contributions, Reimbursements & Donations	16,032	8,016	0
Fees and Charges				
	Waste Receptacle Fee	570,696	570,696	591,447
	Waste Management Levy	498,070	497,534	500,407
	Property Lease	426,507	213,204	177,847
	Property Hire	58,106	29,040	22,319
	Sale of Stock	8,000	3,996	1,415
	Inspections	200	96	0
	Other Charges	1,461,555	730,680	664,404
	Fines and Penalties	5,100	2,538	3,022
	Licenses, Approvals, Registrations	126,240	63,102	128,746
Interest Earnings				
	Rates Penalty Interest Charge	37,500	18,750	22,976
	Interest on Rates Instalments	16,500	8,250	17,215
	Interest on Municipal Funds	159,325	79,662	22,192
	Interest Other	3,500	1,746	17,457
Other Revenue				
	Other Income	1,650	822	324
Profit on Sale of Non-Current Assets				
		9,869	9,691	48,901
Total Operating Revenue		22,290,531	10,571,113	10,521,836

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 31st December 2020

OPERATING REVENUE AND EXPENDITURE	2020/21		
(b) Classified According to Nature and Type:	Adopted Budget	YTD Budget	Actual
<u>OPERATING EXPENDITURE</u>			
Employee Costs			
Salaries and Wages (Operating only, excludes Capital)	6,550,811	3,296,797	3,407,220
Superannuation	691,204	345,540	355,696
Workers Compensation	290,890	230,353	261,955
Clothing and Uniforms	39,733	19,854	29,965
Training Expenses	104,599	52,266	18,696
Fringe Benefits Tax	52,042	26,008	47,421
** Employee Provisions	0	0	42,241
Other Employee Costs	37,366	18,672	18,586
Materials			
Materials	4,751,661	2,170,999	1,538,640
Phone/Fax	51,401	25,674	33,198
Fuels & Oils	175,000	87,492	67,201
Contracts			
Lease & Rental Expenses	0	0	941
Contract Labour	81,335	13,500	27,352
Professional Services & Consultants	142,400	71,184	60,962
Utility Charges			
Sewerage	20,824	10,392	13,877
Electricity	324,480	162,180	149,226
Water	111,968	55,908	33,352
Insurance Expenses			
Insurance	456,518	451,900	376,565
Interest Expenses			
Interest on Leases	4,612	2,286	2,019
Interest on Loans	12,521	7,679	3,725

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 31st December 2020

4. OPERATING REVENUE AND EXPENDITURE	2020/21		
	Adopted Budget	YTD Budget	Actual
(b) Classified According to Nature and Type:			
OPERATING EXPENDITURE (cont)			
Other Expenditure			
Postage	10,350	5,166	7,513
Other Expenditure	227,251	113,589	107,327
Loss on Sale of Non-Current Assets	32,470	13,053	0
Depreciation			
Depreciation on Assets	5,494,234	2,747,046	2,870,402
Less: Applicable to Capital Works	(642,598)	(321,510)	(135,337)
Total Operating Expenditure	19,021,073	9,606,028	9,338,741
NET PROFIT OR LOSS / RESULT	3,269,458	965,085	1,183,094

** Rates income above YTD actual - due to higher amount of interim rates raised.

** Grants & Subsidies Operating income below YTD budget - Tuia Lodge ACFI Subsidy below budget due to timing of funding.

** Reimbursements Operating income above YTD budget - includes additional insurance claims and paid parental leave reimbursements

** Employee provisions - new practice implemented for 2020/21 financial year, adjustments to employee provision for Annual and LSL entitlements processed quarterly in the financial reports, previously done annually.

Shire of Donnybrook - Balingup
Statement of Financial Activity
For the Period ended 31st December 2020

		2020/21 Adopted Budget \$	2020/21 YTD Budget \$	2020/21 YTD Actual \$	Variances Budget to Actual YTD %
REVENUES					
General Purpose Funding (Excl. Rates)	3	1,163,234	581,598	591,576	1.72
Governance	4	64,084	44,048	51,054	15.91
Law, Order, Public Safety	5	577,580	264,030	274,167	3.84
Health	7	173,013	86,490	90,477	4.61
Education and Welfare	8	4,047,772	1,791,592	1,610,425	(10.11)
Community Amenities	10	1,140,547	1,112,506	1,170,885	5.25
Recreation and Culture	11	261,529	130,698	95,045	(27.28)
Transport	12	201,946	187,220	163,777	(12.52)
Economic Services	13	480,781	82,716	127,565	54.22
Other Property and Services	14	110,702	55,338	97,159	75.57
		8,221,188	4,336,236	4,272,130	(1.48)
EXPENSES					
General Purpose Funding	3	(202,110)	(110,572)	(89,322)	(19.22)
Governance	4	(1,052,199)	(598,910)	(592,045)	(1.15)
Law, Order, Public Safety	5	(1,373,069)	(730,987)	(627,518)	(14.15)
Health	7	(263,707)	(135,329)	(134,423)	(0.67)
Education and Welfare	8	(5,024,914)	(2,320,401)	(2,279,569)	(1.76)
Community Amenities	10	(1,709,555)	(859,305)	(768,091)	(10.61)
Recreation & Culture	11	(3,578,827)	(1,823,950)	(1,867,369)	2.38
Transport	12	(4,843,710)	(2,459,757)	(2,549,858)	3.66
Economic Services	13	(854,781)	(441,052)	(249,471)	(43.44)
Other Property and Services	14	(118,200)	(138,818)	(181,075)	30.44
		(19,021,072)	(9,619,081)	(9,338,741)	(2.91)
Net Operating Result Excluding Rates:		<u>(10,799,884)</u>	<u>(5,282,845)</u>	<u>(5,066,612)</u>	<u>(4.09)</u>
Adjustments for Cash Budget Requirements:					
Non-Cash Expenditure and Income					
(Profit)/Loss on Asset Disposals		22,601	3,362	(48,901)	(1,554.53)
Depreciation on Assets		5,494,234	2,747,046	2,870,402	4.49
Adjust Current Asset - Land Held for Resale		0	0	(45,468)	
Adjust Non Current Liabilities & Employee Prov.		0	0	(6,193)	
Adjust Non Current Assets & Liabilities		0	0	32,709	
Capital Expenditure and Income					
Non Operating Grants, Subsidies & Contributions		8,994,403	1,170,526	1,154,445	(1.37)
** Purchase property, plant and equipment		(3,285,320)	(826,621)	(594,641)	(28.06)
Purchase and construction of infrastructure		(7,727,506)	(1,464,824)	(637,795)	(56.46)
Proceeds from disposal of assets		168,209	81,048	132,545	
Proceeds from self supporting loan		9,143	4,572	4,541	(0.68)
Repayment of borrowings		(61,290)	(23,916)	(30,366)	26.97
Principal elements of finance lease payments		(53,871)	(40,292)	(36,883)	(8.46)
Proceeds from Lease		275,000	0	0	
** Repayment of Life Lease		(308,000)	(308,000)	(308,000)	-
Transfers to reserves (restricted assets)		(212,000)	0	(5,695)	
Transfers from reserves (restricted assets)		1,372,213	86,956	0	(100.00)
ADD Estimated Surplus/(Deficit) July 1 B/Fwd		1,037,126	1,037,126	1,018,549 **	(1.79)
LESS Estimated Surplus/(Deficit) June 30 C/Fwd		0	2,258,180	3,527,898	56.23
Budgeted deficiency before general rates		(5,074,942)	(5,074,042)	(5,095,261)	0.42
Estimated amount to be raised from general rates		5,074,942	5,074,042	5,095,261	
		<u>0</u>	<u>0</u>	<u>0</u>	

** Note: Decrease in YTD actual estimated surplus/(deficit) July 1 B/Fwd figure of \$18,576.57 - the figure is made up of a variety of end of year transactions, a detailed listing has been reported on page 26.

** Note: Sale of U8 Preston Village reclassified from building capital expense to repayment of life lease**

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 31/12/2020	Actual to 31/12/2020	Variance Amount	Variance %	Permanent Variation	Comment
GENERAL PURPOSE FUNDING								
OPERATING EXPENDITURE								
1932	RATING VALUATIONS	Exp	14,496	3,457	-11,039	-76.15		Budget timing variation
OPERATING INCOME								
0071	RATES - INTERIM & BACK RATES	Inc	-2,748	-26,329	-23,581	858.13	x	Permanent variation - increased income for interim rates due to development growth
2163	FEES & CHARGES - RATES INSTALMENTS / PAYMENT A	Inc	-14,550	-24,804	-10,254	70.47	x	Potential permanent variation - increased due to higher number of rate payers using instalment payment options
0643	FEES & CHARGES	Inc	-9,996	-20,509	-10,513	105.17	x	Permanent variation - YTD Actual exceeds full year budget by \$3k - increased income from settlement agent account enquiries
4891	INTEREST - RESERVE FUND	Inc	-31,662	-16,722	14,940	-47.19	x	Potential permanent variance - interest income is based on prevailing interest rates
GOVERNANCE								
OPERATING EXPENDITURE								
0262	ADMIN TRAINING CONFERENCE & COURSE FEES	Exp	24,546	5,102	-19,444	-79.21		Budget timing variation
0392	COMPUTER MTCE AGREEMENTS	Exp	75,904	56,881	-19,023	-25.06		Budget timing variation - Synergy annual license fees
1072	FRINGE BENEFITS TAX	Exp	11,890	47,421	35,531	298.83		Budget timing variation - FBT reallocated in May 2021
0952	AUDIT FEES	Exp	15,300	0	-15,300	0.00		Budget timing variation - awaiting invoice from Auditor Generals for EOFY audit
CAPITAL EXPENDITURE								
0584	FURNITURE AND EQUIPMENT	Exp	18,996	0	-18,996	-100.00		Budget timing variation - no expenditure to date
LAW, ORDER & PUBLIC SAFETY								
OPERATING EXPENDITURE								
0632	FIRE CONTROL EXPENSES	Exp	22,236	11,557	-10,679	-48.02		Budget timing variation - dependant on timing of projects
6962	BUSH FIRE MITIGATION - SEMC	Exp	95,727	38,373	-57,354	-59.91		Budget timing variation - dependant on timing of works
CAPITAL EXPENDITURE								
0384	BUSH FIRE BUILDINGS - CAP WORKS	Exp	30,012	12,990	-17,022	-56.72		Budget timing variation - dependant on timing of projects
EDUCATION AND WELFARE								
OPERATING EXPENDITURE								
Tuia Lodge								
1662	SALARIES (T/LODGE)	Exp	1,178,754	1,140,894	-37,860	-3.21		Budget timing variation - \$37k under YTD budget
1672	SUPERANNUATION (T/LODGE)	Exp	105,492	119,018	13,526	12.82		Budget timing variation
3782	RESIDENT CATERING - (TUIA)	Exp	98,130	109,836	11,706	11.93		Budget timing variation
3832	MEDICAL SERVICES - (TUIA)	Exp	30,306	16,698	-13,608	-44.90		Budget timing variation
3882	CONSULTANCY SERVICES - (TUIA)	Exp	17,484	39,106	21,622	123.67		Budget timing variation
OPERATING INCOME								
Tuia Lodge								
1693	CARE INCOME - ACFI SUBSIDIES	Inc	-1,019,496	-911,534	107,962	-10.59		Budget timing variation - December payment to be received January 2021
1703	BASIC DAILY CARE FEE	Inc	-381,420	-300,004	81,416	-21.35		Budget timing variation - income reflects care mix
1706	ACCOMMODATION FEE - DAILY ACCOMMODATION PAY	Inc	-92,892	-119,158	-26,266	28.28		Budget timing variation - income reflects care mix
1707	CARE INCOME - RESIDENT FEES - MEANS TESTED CA	Inc	-87,756	-52,744	35,012	-39.90		Budget timing variation - income reflects care mix
1708	CARE INCOME - RESIDENT FEES - OTHER	Inc	-11,700	-29,887	-18,187	155.44	x	Permanent variation - Income for respite care has currently exceeded Full Year Budget by \$10k
2193	ACCOM. FEE - INTEREST ON RAD BONDS	Inc	-33,000	-13,396	19,604	-59.41		Budget timing variation - income dependant on prevailing interest rates

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 31/12/2020	Actual to 31/12/2020	Variance Amount	Variance %	Permanent Variation	Comment
CAPITAL EXPENDITURE								
<u>Tuia Lodge</u>								
7384	BUILDINGS - TUIA LODGE	Exp	48,090	2,249	-45,841	-95.32		Budget timing variation - minimal expenditure to date
<u>Other Welfare</u>								
8094	WELL AGED HOUSING - BUILDING ASSET RENEWAL	Exp	48,210	0	-48,210	-100.00		Budget timing variation - no expenditure to date
CAPITAL INCOME								
<u>Preston Village</u>								
0955	TRANSFER FROM RESERVE	Inc	-16,500	0	16,500	-100.00		Budget timing variation - Reserve transfer dependant on timing of capital works projects
<u>Tuia Lodge</u>								
0715	TRANSFER FROM BUILDINGS RESERVE	Inc	-32,062	0	32,062	-100.00		Budget timing variation - Reserve transfer dependant on capital expenditure
COMMUNITY AMENITIES								
OPERATING EXPENDITURE								
1772	RUBBISH SITES MTC	Exp	211,680	189,722	-21,958	-10.37		Budget timing variation - normal operational variance
1782	DOMESTIC RECYCLING PICKUP	Exp	72,972	49,076	-23,896	-32.75		Budget timing variation - normal operational variance
1802	ORGANIC REFUSE REMOVALS	Exp	62,508	51,932	-10,576	-16.92		Budget timing variation - normal operational variance
2302	DBK CEMETERY MNTCE	Exp	31,980	17,416	-14,564	-45.54		Budget timing variation
2322	PUBLIC CONVENIENCES	Exp	99,109	88,382	-10,727	-10.82		Budget timing variation
OPERATING INCOME								
1803	FEES & CHARGES - KERBSIDE BIN SERVICES	Inc	-570,696	-591,447	-20,751	3.64	x	Permanent variation - income higher than budget estimates
2223	FEES & CHARGES - APPLICATIONS	Inc	-13,818	-30,197	-16,379	118.53	x	Potential permanent variance - increased number of applications received to date
CAPITAL EXPENDITURE								
6014	DONNYBROOK LANDFILL SITE CAPITAL WORKS	Exp	20,000	0	-20,000	-100.00		Budget timing variation - dependant on timing of works
0965	PUBLIC TOILETS - ASSET MANAGEMENT PLAN	Exp	42,500	1,295	-41,205	-96.95		Budget timing variation - dependant on timing of works
RECREATION AND CULTURE								
OPERATING EXPENDITURE								
<u>Other Recreation & Sport</u>								
2642	PARKS & RESERVES GENERAL	Exp	326,620	290,776	-35,844	-10.97		Budget timing variation - normal operational variance
2662	EGAN PARK	Exp	43,927	28,217	-15,710	-35.76		Budget timing variation - normal operational variance
<u>LIBRARIES</u>								
2962	OFFICE EXPENSES DBK	Exp	24,120	12,063	-12,057	-49.99		Budget timing variation - normal operational variance
<u>Other Culture</u>								
5272	PROMOTION OF COMMUNITY EVENTS	Exp	26,334	2,483	-23,851	-90.57		Budget timing variation - minimal expenditure to date
TRANSPORT								
CAPITAL EXPENDITURE								
3210	ROADWORKS GENERAL	Exp	193,566	16,676	-176,890	-91.38		Budget timing variation - variance reflects timing of road program
3240	FOOTPATHS	Exp	102,498	135,487	32,989	32.18		Budget timing variation - works progressed earlier than budget estimate
3260	REGIONAL ROAD GROUP	Exp	537,588	313,469	-224,119	-41.69		Budget timing variation - variance reflects timing of road program
3300	ROADS TO RECOVERY FEDERAL FUNDING PROGRAM	Exp	212,442	49,176	-163,266	-76.85		Budget timing variation -variance reflects timing of road program
3330	BLACKSPOT FUNDED ROAD WORKS	Exp	339,984	72,029	-267,955	-78.81		Budget timing variation - variance reflects timing of road program
3554	PURCHASE PLANT & EQUIPMNT	Exp	93,097	27,324	-65,773	-70.65		Budget timing variation - variance reflects timing of plant replacement program

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 31/12/2020	Actual to 31/12/2020	Variance Amount	Variance %	Permanent Variation	Comment
CAPITAL INCOME								
0325	GRANTS - BLACK SPOTS	Inc	-226,666	-190,488	36,178	-15.96		Budget timing variation - variance reflects timing of road program
3291	GRANTS - REGIONAL ROAD GROUP	Inc	-230,000	-372,050	-142,050	61.76		Budget timing variation - variance reflects timing of road program
3331	GRANTS - ROADS TO RECOVERY	Inc	-142,000	-20,024	121,976	-85.90		Budget timing variation - variance reflects timing of road program
3341	GRANTS - PATHWAYS PROGRAM	Inc	-51,246	-67,743	-16,497	32.19		Budget timing variation - variance reflects timing of works program
3575	SALE OF PLANT & EQUIPMENT	Inc	-43,253	-8,000	35,253	-81.50		Budget timing variation - variance reflects timing of plant replacement program
TRANSPORT								
OPERATING EXPENDITURE								
3370	STREET TREES & PRUNING	Exp	31,788	17,745	-14,043	-44.18		Budget timing variation
341M	GENERAL ROAD MAINTENANCE	Exp	498,204	628,260	130,056	26.10		Budget timing variation - variance reflects timing of road program
3420	LIGHTING OF STREETS	Exp	40,998	54,020	13,022	31.76		Budget timing variation
3450	BRIDGE MAINTENANCE	Exp	126,965	80,872	-46,093	-36.30		Budget timing variation
3550	ROAD ASSET MANAGEMENT	Exp	27,498	6,989	-20,509	-74.58		Budget timing variation
OPERATING INCOME								
3511	REIMBURSEMENTS	Inc	-17,748	0	17,748	-100.00		Budget timing variation - no income to date
3651	FROM ROADWORKS RESERVE	Inc	-13,308	0	13,308	-100.00		Budget timing variation - no income to date
ECONOMIC SERVICES								
OPERATING EXPENDITURE								
3842	NOXIOUS WEEDS/PEST PLANTS	Exp	173,628	14,232	-159,396	-91.80		Budget timing variation - minimal expenditure to date
OPERATING INCOME								
4153	FEES & CHARGES - BUILDING LICENSES	Inc	-19,998	-30,296	-10,298	51.49	x	Potential permanent variation - income from building licenses will exceed budget
CAPITAL INCOME								
0275	PROCEEDS SALE OF LAND	Inc	0	-81,818	-81,818		x	Permanent variance - Sale of Lot 101 Marmion Street - Proceeds from sale of land to be transferred to PQS Trust account
PUBLIC WORKS OVERHEADS								
Various A/cs	EXPENDITURE - PUBLIC WORKS OVERHEADS	Exp	775,412	718,257	-57,155	-7.37		
Various A/cs	INCOME - PUBLIC WORKS OVERHEADS	Inc	-43,992	-82,968	-38,976	88.60		
	TOTAL PUBLIC WORKS OVERHEADS		26,234	29,168	2,934	11.18		Public Works Overheads are currently \$29,168 under allocation. Rates have been reviewed and increased for the remainder of the year.
PLANT OPERATION COSTS								
Various A/cs	EXPENDITURE - PLANT OPERATION COSTS	Exp	471,582	442,987	-28,595	-6.06		
Various A/cs	INCOME - PLANT OPERATION COSTS	Inc	-15,096	-14,190	906	-6.00		
	TOTAL PLANT OPERATION COSTS		49,026	54,524	5,498	11.21		Plant Operation Costs are currently \$54,524 under allocated. Allocation rates are currently under review.
PROJECT OPERATION COSTS								
Various A/cs	EXPENDITURE - PROJECT OPERATION COSTS		152,478	228,637	76,159	49.95		
4197	LESS ALLOCATED TO PROJECTS	Exp	-148,002	-228,637	-80,635	54.48		
	TOTAL PROJECT OPERATION COSTS		4,476	0	-4,476	-100.00		Project Operation Costs are fully allocated across projects
TOTAL GROSS SALARY & WAGES								
4570	TOTAL SALARIES AND WAGES	Exp	3,649,681	3,678,126	28,445	0.78		Wages and Salaries approx \$28k over YTD Budget - Potential permanent variance (Includes workers compensation payments of approx. \$62k, Aged Care Retention Bonus \$40k and accrued salaries & wages \$55k)
Note 1	Budget and Actual Income shown as negative figures. Budget and Actual Expenditure shown as positive figures. Therefore a negative variance indicates either more income or less expenditure than budget YTD estimate (positive effect on budget) Therefore a positive variance indicates either less income or more expenditure than budget YTD estimate (negative effect on budget)							
Note 2	Salaries and Wages variances are shown in total only in Schedule 14 (Public Works Overheads) Variances relating to internal costings and allocations are not reported. Variances relating to amounts transferred to/from Reserve have not been reported.							

Shire of Donnybrook / Balingup
Summary of Financial Activity - Cash
For the Period ended
31st December 2020

	Sch No	2020/21 Adopted Budget		2020/21 Actual	
		Income	Expenditure	Income	Expenditure
OPERATING SECTION					
General Purpose Funding	3	6,238,176	202,110	5,686,836	89,322
Governance	4	88,398	1,052,199	51,054	592,045
Law, Order & Public Safety	5	581,860	1,373,069	274,167	627,518
Health	7	173,013	263,707	90,477	134,423
Welfare Services	8	4,111,587	5,024,914	1,610,425	2,279,569
Community Amenities	10	1,134,936	1,709,555	1,170,885	768,091
Recreation & Culture	11	346,249	3,578,827	95,045	1,867,369
Transport	12	224,923	4,818,754	163,777	2,549,858
Economic Services	13	480,781	847,267	127,565	249,471
Other Property & Services	14	118,200	118,200	97,159	181,075
		13,498,123	18,988,601	9,367,390	9,338,741
CAPITAL SECTION					
Governance	4	170,295	186,507	0	103,949
Law, Order & Public Safety	5	66,241	83,910	9,990	21,369
Health	7	0	11,693	0	5,762
Welfare Services	8	548,822	578,425	0	338,326
Community Amenities	10	332,795	341,220	44,022	32,995
Recreation & Culture	11	4,214,145	4,283,128	420,938	483,768
Transport	12	4,880,807	5,543,734	733,983	614,161
Economic Services	13	154,000	167,370	82,598	7,354
Transfers To Reserves	15	0	212,000	0	5,695
		10,367,105	11,407,987	1,291,532	1,613,379
Total Income & Expenditure		23,865,228	30,396,588	10,658,922	10,952,120
Less Depreciation W/Back			(5,494,234)		(2,870,402)
Adjust Profit/Loss Adjustment					48,901
Net		23,865,228	24,902,354	10,658,922	8,130,620
Add Surplus July 1 B/Fwd		1,037,126		1,018,549	
Adjust Current Asset Land Held for Resale					45,468
Adjust Employee Entitlements					6,193
Adjust to NCL (Leave Provisions)				32,709	
Rounding Adjustment					0
Surplus/Deficit C/Fwd			0		3,527,899
		24,902,354	24,902,354	11,710,180	11,710,180

** Decrease in 2020/21 actual opening surplus of \$18,576.57 - please see page 26 for detailed breakdown.

**Shire of Donnybrook / Balingup
Summary of Financial Activity - Cash
For the Period ended
31st December 2020**

Surplus/Deficit Summary C/Forward Represented by;

(A) Cash at Bank and on Hand	10,811,829	
Cash at Bank - Reserves	6,656,959	
Cash at Bank - Trust	189,823	
Sundry Debtors Rates	1,660,805	
Receivables/Debtors	603,809	
Contract Assets	13,383	
Accrued Income	0	
GST Asset Clearing A/C	64,937	
ESL Asset Clearing A/C	262,794	
Stock on Hand	119,454	20,383,793
	<hr/>	
(B) Provision for LSL Current	(434,367)	
Provision for A/L Current	(527,157)	
Add Cash Back Reserve	192,881	
Contract Liability	(3,665,690)	
GST Liability Clearing A/C	(39,570)	
ESL Liability Clearing A/C	(297,808)	
PAYG Clearing A/C	(160,170)	
Prepaid Rates	(68,694)	
Reserve Funds	(6,656,959)	
Restricted Liability (Bonds)	(4,578,628)	
Trust Funds	(189,823)	
Sundry Creditors	(429,910)	(16,855,894)
	<hr/>	
Net Current Assets		<hr/> 3,527,899 <hr/>

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st December 2020

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this financial report are:

(a) Basis of Accounting

The financial report has been prepared in accordance with applicable Australian Accounting Standards, (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. The report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this budget.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements.

(c) Rounding Off Figures

All figures shown in this report are rounded to the nearest dollar.

(f) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(g) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST.

(h) Superannuation

The Shire of Donnybrook / Balingup contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

(i) Fixed Assets

Property, plant and equipment and infrastructure assets are brought to account at cost or fair value less, where applicable, any accumulated depreciation, amortisation or impairment losses.

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

(j) Investments

All investments are valued at cost and interest on those investments is recognised when accrued.

(k) Impairment

In accordance with Australian Accounting Standards the Shire's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication that they may be impaired.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating units exceeds its recoverable amount. Impairment losses are recognised in the income statement.

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st December 2020

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets. Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Asset Class	Useful Life
Buildings	20 to 100 years
Office Furniture and Equipment	5 to 15 years
Computer Equipment	4 to 15 years
Plant and Equipment	5 to 15 years
Infrastructure:	
Bridges	27 to 77 years
Road clearing and earthworks	not depreciated
Road Pavement	40 to 45 years
Road Seal	15 years
Carparks	40 years
Cycleways	40 years
Footpaths - Concrete	25 to 71 years
Footpaths - Slab	25 to 71 years
Storm Water Drainage	83 years
Other	4 to 80 years

(m) Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

(n) Employee Entitlements

The provisions for employee entitlements relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries and Annual Leave (Short-term benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the municipality has a present obligation to pay resulting from employees' services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates.

(ii) Annual Leave and Long Service Leave (Long-term benefits)

The provision for employees' benefits for annual leave and long service leave expected to be settled more than 12 months from the reporting date represents the present value of the estimated future cash outflows to be made by the employer resulting from the employees' service to balance date.

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st December 2020

2. COMPONENT FUNCTIONS/ACTIVITIES

The activities relating to the Local Government's components are as follows:

(b) Statement of Objective

In order to discharge its responsibilities to the community, the Shire has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Council operations as disclosed in this budget encompass the following service orientated activities/programs:

- 03 **GENERAL PURPOSE FUNDING**
Objective: To collect revenue to allow for the provision of services.
Activities: General rate revenue, general purpose grants and interest revenue.
- 04 **GOVERNANCE**
Objective: To provide a decision making process for the efficient allocation of scarce resources.
Activities: Administration and operation of facilities and services to members of Council; Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.
- 05 **LAW, ORDER, PUBLIC SAFETY**
Objective: To provide services to help insure a safer community.
Activities: Supervision of various local laws, fire prevention, animal control and State Emergency Service.
- 07 **HEALTH**
Objective: To provide an operational framework for good community health.
Activities: Health Inspection and administration, preventative services and medical centre buildings.
- 08 **EDUCATION AND WELFARE**
Objective: To meet the needs of the community in these areas.
Activities: Operation of Frail Aged Hostel, Well Aged Housing, Community Development Child Care Centre & Youth Welfare
- 09 **HOUSING**
Objective: To help ensure adequate housing.
Activities: Maintenance of rental housing facilities. Council does not currently provide services in this area.
- 10 **COMMUNITY AMENITIES**
Objective: Provide services required by the community.
Activities: Refuse and recycling collection services, operation of refuse disposal sites, town planning & regional development, cemeteries, public conveniences and protection of the environment
- 11 **RECREATION AND CULTURE**
Objective: To establish and manage efficiently infrastructure and resources which will help the social well being of the community.
Activities: Maintenance of public Halls, parks and reserves, sporting facilities, libraries and museum.

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st December 2020

2. COMPONENT FUNCTIONS/ACTIVITIES

12 TRANSPORT

Objective: To provide effective and efficient transport services to the community.

Activities: Construction and maintenance of roads, drainage works, footpaths, parking facilities, traffic signs, street cleaning, street trees, private works and traffic management.

13 ECONOMIC SERVICES

Objective: To help promote the Shire and improve its economic well being.

Activities: Promotion of Tourism, Maintenance of Caravan Park, building control, noxious weed control, receipt of royalties.

14 OTHER PROPERTY & SERVICES

Activities: Plant repairs, public works overheads and other operational costs.

3. CASH AND INVESTMENTS

Actual cash balances versus end-of-year projected results are detailed below:

	Budget 30/06/2021	B/Forward 01/07/2020	YTD Actual 31/12/2020
Restricted (See below)	5,704,551	6,624,763	6,656,959
Restrictive Liability (Bonds)	5,424,593	5,739,577	4,152,793
Restricted Funds - Trust Deposit	0	189,561	189,823
Unrestricted			
Municipal Fund	6,184,292	3,241,806	1,369,618
Municipal Investment Account	0	1,014,496	5,287,257
Petty Cash on Hand	2,160	2,160	2,160
Total Cash Balance	17,315,596	16,812,362	17,658,611

The following reserve funds have restrictions imposed by Council under Regulations or by external requirements:

Waste Management Reserve	1,410,974	1,535,974	1,535,974
Bushfire Control & Management Reserve	2,282	2,282	2,282
Aged Housing Reserve	1,144,953	1,187,133	1,189,516
Employee Entitlements Reserve	185,381	192,881	193,291
Arbuthnott Memorial Scholarship Reserve	3,285	3,585	3,585
Strategic Planning Studies Reserve	40,051	40,051	40,051
Land Development Reserve	450,271	450,271	350,271
Vehicle and Plant Reserve	376,690	402,000	402,000
Roadworks Reserve	435,434	435,434	435,434
Parks and Reserves Reserve	153,744	153,744	153,744
Revaluation Reserve	10,700	10,700	10,700
CBD Development Reserve	3,054	3,054	3,054
Buildings Reserve	247,216	758,523	958,044
Apple Funpark Reserve	99,521	99,521	0
Information Technology Reserve	99,523	107,523	107,523
Carried Forward Projects Reserve	938,940	1,139,556	1,166,057
Covid 19 Reserve	102,532	102,532	102,532
Municipal Interest - Reserves	0	0	2,901
	5,704,551	6,624,763	6,656,959

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st December 2020

4. NET CURRENT ASSETS

Composition of Net Current Asset Position

	Budget 30/06/2021	B/Forward 01/07/2020	YTD Actual 31/12/2020
	\$	\$	\$
CURRENT ASSETS			
Cash at Bank and on Hand	761,859	4,258,461	6,233,201
Restricted Assets - Reserves	5,704,551	6,624,763	6,656,959
Restricted Assets - Bond Deposits	5,424,593	5,739,577	4,578,628
Restricted Assets - Trust Funds	0	189,561	189,823
Sundry Debtors Rates	508,475	404,548	1,660,805
Receivables/Debtors	115,938	86,923	603,809
Accrued Income	63,913	51,716	0
GST Asset Clearing A/C	85,772	69,403	64,937
ESL Asset Clearing A/C	28,927	23,407	262,794
Prepayments	35,000	17,028	0
Stock on Hand	10,284	10,284	119,454
Land Held for Resale	97,652	97,652	0
Contract Assets	115,000	413,642	13,383
	12,951,964	17,986,966	20,383,792

CURRENT LIABILITIES

	Budget 30/06/2021	B/Forward 01/07/2020	YTD Actual 31/12/2020
	\$	\$	\$
Provision for LSL Current	(438,098)	(438,098)	(434,367)
Provision for A/L Current	(699,275)	(513,894)	(527,157)
Add Cash Backed Reserve	185,381	192,881	192,881
Accrued Salaries/Wages	(149,827)	(220,176)	0
Accrued Expenses	(36,113)	(53,069)	0
Prepaid Rates	(95,288)	(140,029)	(68,694)
GST Liability Clearing A/C	(25,351)	(31,957)	(39,570)
Add Back Current Loan Liability	0	0	0
ESL Liability Clearing A/C	0	0	(297,808)
PAYG Clearing A/C	(68,049)	(105,297)	(160,170)
Contract Liability	(189,095)	(2,724,717)	(3,665,690)
Sundry Creditors	(307,105)	(361,584)	(429,910)
Restricted Liability - Bonds	(5,424,593)	(5,739,577)	(4,578,628)
Less Restricted Assets - Trust Funds	0	(189,561)	(189,823)
Less Restricted Assets - Reserves	(5,704,551)	(6,624,763)	(6,656,959)
	(12,951,964)	(16,949,841)	(16,855,894)

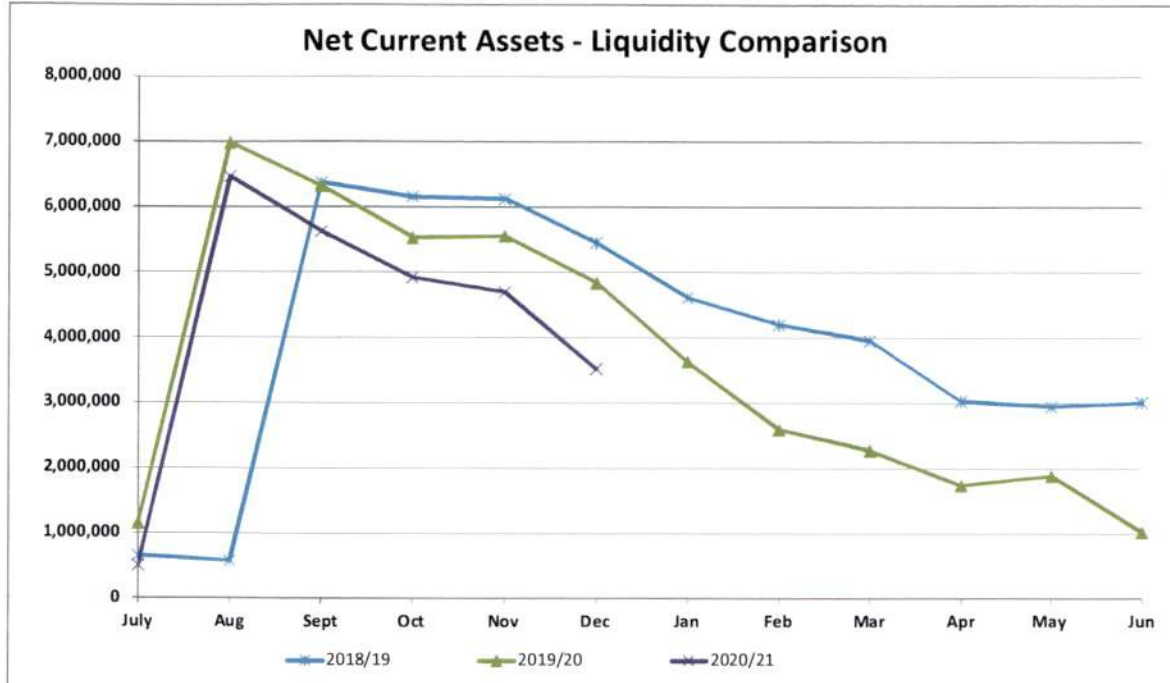
NET CURRENT FUNDING POSITION

0 1,037,126 3,527,899

Net Current Assets - Liquidity Comparison			
Month	2018/19	2019/20	2020/21
July	655,255	1,152,916	506,431
August	577,376	6,991,493	6,469,551
September	6,377,761	6,323,548	5,634,551
October	6,155,719	5,540,643	4,931,119
November	6,125,435	5,559,973	4,699,741
December	5,457,420	4,844,897	3,527,899
January	4,619,542	3,636,167	
February	4,195,258	2,596,196	
March	3,962,956	2,279,317	
April	3,032,763	1,740,914	
May	2,948,242	1,885,171	
June	3,007,579	1,018,548	

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st December 2020

4. NET CURRENT ASSETS



Current Ratio

This ratio is a modified commercial ratio designed to focus on the liquidity position of local government that has arisen from past year's transactions.

A ratio of less than 1:1 means that a local government does not have sufficient assets that can be quickly converted into cash to meet its immediate cash commitments. This may arise from a budget deficit from the past year, a Council decision to operate an overdraft or a decision to fund leave entitlements from next year's revenues.

$$\text{Current Ratio} = \frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$$

	2018/19	2019/20	2020/21
July	1.37	1.75	1.12
August	1.33	6.15	2.24
September	5.44	5.90	2.10
October	4.64	5.40	1.95
November	5.82	5.02	1.89
December	4.79	4.83	1.65
January	3.84	3.61	
February	3.32	2.21	
March	3.73	2.56	
April	2.65	2.26	
May	3.03	1.53	
June	2.79	1.22	

*** The decrease in the current ratio is due to changes in the Accounting Standards, Grant funding is now recognised in the Balance Sheet as a Contract Liability. As these funds are expended this will transfer from a Contract Liability to Revenue recognition and likely to improve the ratio.*

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st December 2020

5. VARIANCE ANALYSIS

The Local Government (Financial Management) Regulations 1996, require a variance analysis between budget year-to-date and actual results to be conducted monthly and reported to Council.

Council has determined that a materiality threshold of \$10,000 will apply for reporting purposes. That is all variances greater than \$10,000 will be reported to Council.

Any variance less than \$10,000 will not be reported to Council. The variance analysis applies to all income and expenditure items, except non-cash items such as depreciation.

A table showing material variances, as at 31st December 2020 has been prepared for Council information and has been included with this report. The comments provided are applicable as at reporting date.

General

The variance analysis shows a number of variances with the comment of budget timing variation.

The variances are temporary in nature and relate to the timing of income of expenditure when compared to the projected year to date budget results. Essentially this is a variance in projected cashflows when actual results are compared to budget results.

Unless otherwise indicated in the schedule and these notes, other variations are expected to be resolved as the financial year proceeds.

General Purpose Funding

A potential permanent variance is identified for interest on Reserve funds - investment income is based on prevailing interest rates.

Variance of approx \$10k relating to rates instalment interest - this is due to an increase in number of rate payers opting to use instalment plans for rates payments.

Income from settlement agent account enquiries is currently exceeding the full YTD budget by \$3k and increased income from interim and back rates of approx \$20k due to development growth.

Governance

All variances identified within this program are expected to resolve as the financial year proceeds and are therefore considered temporary variances only. Currently waiting for final invoice from Auditor General's for EOFY audit fees.

Law, Order and Public Safety

Variances have been identified for bushfire mitigation works and fire control expenditure - these variances are expected to resolve as the financial year proceeds.

Health

There are no variances reportable for the month.

Education and Welfare

Material variances reported within this program relate to the operation of Council's Frail Aged Lodge, Preston Village. Budget timing variances have been identified, this income reflects level of care provided.

Minimal expenditure has been incurred to date on capital works at Tuia Lodge and Preston Retirement Village, the timing of the transfer from reserves are dependant on capital expenditure.

A permanent variance for care income - resident fees has been identified, income relates to respite care and YTD actual is approx \$10k above full year budget amount.

Community Amenities

Increased income of approx \$20k has been identified for kerbside bin services, this is a permanent variance. Income received for planning applications is higher than budget estimates, this is a potential permanent variance.

Other variances identified within this program are expected to resolve as the financial year proceeds.

Recreation and Culture

All variances identified within this program are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st December 2020

5. VARIANCE ANALYSIS

Transport

Variances identified within this program reflect the timing of the road programs and are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

Economic Services

All variances identified within this program are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

Increased income of approx \$81k has been identified for sale of Lot 101 Mead St - this is a permanent variance.

Income from building licenses will exceed the budget due to increased number of applications being lodged.

Public Works Overheads

All variances reported within public works overheads which are expected to resolve as the year proceeds

Total public works overheads are currently \$29,168 under allocated, rates have been reviewed and increased for the remainder of the year.

Total plant operation costs are currently \$54,524 under allocated, allocation rates are currently under review.

Total project operation costs have been fully allocated.

Total gross wages and salaries expenditure is approx. \$28k over the year to date budget.

Potential permanent variance (inc. workers comp payments of approx \$62k, aged care retention bonus \$40k and accrued salaries & wages \$55k).

6. Minor Debts Written Off Under Delegation

Minor debts written off under delegation by CEO for the month as at reporting date.

Rates	\$	60.92
Other	\$	-

Acquisition of assets are capitalised in accordance with Australian Accounting Standard 21.

ASSETS ACQUIRED BY TYPE

	2020/21	
	Adopted Budget \$	Actual \$
Land & Buildings	2,875,764	517,029
Plant & Equipment	371,556	64,692
Furniture & Equipment	38,000	12,921
Infrastructure Assets - Roads	2,567,418	451,350
Infrastructure Assets - Other	5,160,088	186,445
	11,012,826	1,232,436

ASSETS ACQUIRED BY PROGRAM

	2020/21	
	Adopted Budget \$	Actual \$
Governance	163,720	91,212
Law, Order & Public Safety	71,241	12,990
Health	0	0
Education and Welfare	240,822	15,169
Community Amenities	341,220	32,995
Recreation & Culture	4,498,089	465,130
Transport	5,543,734	614,161
Economic Services	154,000	780
	11,012,826	1,232,436

Note: Full details of Assets acquired or constructed are shown in Appendix A of the report.

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st December 2020

8. DISPOSAL OF ASSETS

ASSETS DISPOSED BY TYPE

	2020/21	
	Adopted Budget \$	Actual \$
Proceeds of Sale of Assets		
Land	0	81,818
Plant & Equipment	190,810	50,727
	190,810	132,545
Less Written Down Value at Disposal	168,209	83,644
Profit/(Loss) on Disposal	22,601	48,901

ASSETS DISPOSED BY PROGRAM (Profit / Loss on Disposal)

	2020/21	
	Adopted Budget \$	Actual \$
Governance	(622)	0
Community Amenities	(5,611)	11,639
Transport	21,320	912
Economic Services	7,514	36,350
	22,601	48,901

Note: Full details of Assets sold/disposed are shown in Appendix B of the report.

9. LOAN REDEMPTION (Loan Principal Repayment)

The total loan principal outstanding as at 31st December 2020 is \$433,489.11.

Loan redemption does not include borrowings from Tuia RAD Bonds & Preston Retirement Village liability

10. CHANGES TO NET SURPLUS/DEFICIT CALCULATION FROM BUDGET ADOPTION TO FINAL AUDITED FIGURE

Surplus July 1, Brought Forward as per 20/21 Budget (Estimate)	1,037,126
Additional Transfer to C/Forward Projects Reserve	
Unspent funds - Bridge Maintenance	(23,500)
Local Volunteers 19/20 ARC Initiative	(3,000)
Transfer to POS Trust - Mead Street land	(55,766)
Adjustment to Land Held for Resale - Sale of Mead Street land	(52,184)
Accrued Loan Interest	(2,815)
Accrued Income - Preston Village	4,165
Various minor adjustments	(114)
Stock on Hand - Gravel reduced expenditure	114,637
Surplus July 1, Brought Forward actual balance (Audited)	1,018,549
Difference (reduction in surplus)	(18,577)

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 31st December 2020

APPENDIX A Details of Capital Works Program - 2020/21

Ledger Account	Proposed Works	2020/21 Adopted Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
GOVERNANCE									
Other Governance									
105640	Admin Centre - Refurbishment	94,500	91,212		91,212				
105540	Replace Vehicle - Projects Officer	31,220	0			0			
105840	Audio Visual System (meeting streaming)	8,000	0				0		
105840	Upgrade of Shire Office Telephone System	30,000	0		0		0		
		163,720	91,212	0	(91,212)	0	0	0	0
LAW, ORDER AND PUBLIC SAFETY									
Fire Control									
103540	Light Tanker - Lowden BFB	0	0			0			
103840	Beelerup Fire Station	12,117	12,990		12,990				
103840	Ferndale BFB	47,922	0		0				
103840	Kirup/Brazier BFB - Ablutions, Meeting Room & I	0	0		0				
Animal Control									
107940	Dog Pound Seal Flood	6,000	0		0				
Law, Order and Public Safety									
170040	SES Depot Donnybrook	5,202	0		0				0
		71,241	12,990	0	12,990	0	0	0	0
HEALTH									
Health Inspection and Administration									
114640	Purchase Furniture	0	0				0		
		0	0	0	0	0	0	0	0
EDUCATION AND WELFARE									
Tuia Lodge									
173840	Tuia Lodge - Install Gutter Guards to compls	15,606	0		0				
173840	Tuia Lodge - Dementia Ward	0	(8,702)		(8,702)				
173840	Tuia Lodge - Fire Supression System	0	8,925		8,925				
173840	Tuia Lodge - Marri Wing Refurbishment	61,200	2,025		2,025				
173840	Tuia Lodge - Nurses Station / Admin - Refurb Ca	19,380	0		0				
116840	Tuia Lodge - Furniture & Equipment	0	12,921				12,921		
		96,186	15,169	0	(2,249)	0	12,921	0	0
Other Welfare									
180940	Minninup Cottages - Units 5 - Interior Refurbishn	46,818	0		0				
180940	Minninup Cottages - Units 8 - Interior Refurbishn	46,818	0		0				
180940	Minninup Cottages - Units 9 - Replace Kitchen	20,400	0		0				
180940	Langley Villas - Unit 6 - Refurb Bathroom / Launc	25,500	0		0				
180940	Langley Villas - Unit 6 - Replace Floor Covering	5,100	0		0				
		144,636	0	0	0	0	0	0	0

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 31st December 2020

APPENDIX A Details of Capital Works Program - 2020/21

Ledger Account	Proposed Works	2020/21 Adopted Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
COMMUNITY AMENITIES									
Sanitation									
160140	Donnybrook Refuse Site - Closure Study	25,000	0						0
160140	Donnybrook Refuse Site - Rehab / Capping	100,000	0						0
		125,000	0	0	0	0	0	0	0
Town Planning									
122740	Replace Vehicle - Town Planner	31,220	31,700			31,700			
		31,220	31,700	0	0	31,700	0	0	0
Other Community Amenities									
109650	Public Toilets - Main Street, Donnybrook	110,000	0		0				
109650	Public Toilets - Kirup	20,000	0		0				
109650	Public Toilets - Balingup	40,000	1,295		1,295				
109640	Donnybrook Cemetery Upgrades	15,000	0						0
		185,000	1,295	0	1,295	0	0	0	0
RECREATION AND CULTURE									
Public Halls									
110640	Public Hall - Donnybrook	0	0		0				
		0	0	0	0	0	0	0	0
RECREATION AND CULTURE									
Other Recreation and Sport									
107140	Balingup - Install new Drinking Fountain	10,000	0						0
109840	Donnybrook - Install new Drinking Fountain	10,000	0						0
189340	Donnybrook Weir Upgrade	135,000	0						0
189240	Kirup Mill Park - Install new Drinking Fountain	10,000	0						0
189240	Kirup Mill Park - Upgrade	50,000	0						0
189140	Golden Valley Tree Park - Pathway Upgrade	80,000	0						0
112140	Balingup Oval - New Bore	150,000	20,192						20,192
126820	Playground Equipment	15,000	96						96
106940	Apple Funpark - Renewal of Equipment	7,500	0						0
101940	Apple Funpark Project	1,420,000	8,582						8,582
111840	Dbk Arboretum - Safety Fencing and Furn	22,588	0						0
111840	Street Lighting - Replacement Energy Efficiency	8,000	5,200						5,200
111840	VC Mitchell Park - New Bore	250,000	68						68
111840	Ayers Garden - New Shade / Seating	15,000	5,053						5,053
111840	Ayers Garden - Upgrade Shade / Seating	10,000	0						0
189440	VC Mitchell Park - Redevelopment	0	10,987						10,987
		2,193,088	50,178	0	0	0	0	0	50,178

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 31st December 2020

APPENDIX A Details of Capital Works Program - 2020/21

Ledger Account	Proposed Works	2020/21 Adopted Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
Donnybrook Recreation Centre									
189040	Equipment - Floor Scrubber	5,800	5,668			5,668			
172940	Refurbish Disabled Toilets	8,323	1,680		1,680				
172940	Pool Relined	81,600	3,915		3,915				
172940	Pool - New Nonslip Floor Product	15,606	0		0				
172940	Pool Plant - Renew Water Treatment Plant Conti	17,167	7,483		7,483				
172940	Pool Plant - Renew Sand Filter	20,834	0		0				
		149,330	18,745	0	13,078	5,668	0	0	0
Other Culture									
110940	Donnybrook Town Centre Revitalisation	2,155,671	396,206		396,206				0
		2,155,671	396,206	0	396,206	0	0	0	0
TRANSPORT									
Construction, Streets, Roads Bridges, Depots									
132000	Bridgeworks (Special Grants)	2,502,000	0						0
132100	Roadworks Construction - General	387,230	16,676					16,676	
132600	Regional Road Group Projects	1,075,188	313,469					313,469	
133000	Roads to Recovery Program	425,000	49,176					49,176	
133300	Blackspot Projects	680,000	72,029					72,029	
132400	Footpath Construction Program	205,000	135,487						135,487
		5,274,418	586,837	0	0	0	0	451,350	135,487
Road Plant Purchases									
135540	Replace Tip Truck - DB4550	98,607	0				0		
135540	Replace Ute - DB112 (W&S)	41,519	0				0		
135540	Replace Ute - DB117 (P&G)	25,949	0				0		
135540	Replace Ride on Mower - DB606	50,625	0				0		
135540	Replace Ride on Mower - DB898	26,987	27,324			27,324			
135540	Replace Ute - DB102 - Balingup	25,629	0				0		
		269,316	27,324	0	0	27,324	0	0	0
ECONOMIC SERVICES									
Rural Services									
182340	Donnybrook Commercial Standpipe	60,000	780						780
182340	Balingup Commercial Standpipe	60,000	0						0
		120,000	780	0	0	0	0	0	780
Building Control									
141940	Replace Bldg Surveyor Ute - DB631	34,000	0				0		
		34,000	0	0	0	0	0	0	0
TOTAL CAPITAL EXPENDITURE		11,012,826	1,232,436	0	517,029	64,692	12,921	451,350	186,445

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 31st December 2020

Appendix B Asset Disposal Schedule - 2020/21

Asset No.	Asset Details	Asset Classification	Budget Proceeds Sale of Asset	Budget Written Down Value	Budget Profit/Loss	Actual Proceeds Sale of Asset	Actual Written Down Value	Actual Profit / Loss
GOVERNANCE								
General Administration								
61301	Izuzu MUX - DB15	Plant & Equipment	37,173	37,795	(622)	0	0	0
			<u>37,173</u>	<u>37,795</u>	<u>(622)</u>	<u>0</u>	<u>0</u>	<u>0</u>
COMMUNITY AMENITIES								
Town Planning & Regional Development								
61298	Toyota Fortuner - DB463	Plant & Equipment	32,184	37,795	(5,611)	42,727	31,088	11,639
			<u>32,184</u>	<u>37,795</u>	<u>(5,611)</u>	<u>42,727</u>	<u>31,088</u>	<u>11,639</u>
TRANSPORT								
Road Plant Purchases								
61211	Tip Truck - DB4550	Plant and Equipment	33,741	19,721	14,020	0	0	0
61274	Mitsubishi Dual Cab Ute - DB112	Plant and Equipment	18,000	20,760	(2,760)	0	0	0
61263	Mitsubishi Triton Ute - DB117	Plant and Equipment	12,795	13,493	(698)	0	0	0
61292	Kubota Tractor Mower - DB606	Plant and Equipment	15,776	10,379	5,397	0	0	0
61270	Kubota Tractor Mower - DB898	Plant and Equipment	7,088	7,266	(178)	8,000	7,088	912
61236	Ford Ranger Ute - DB102	Plant and Equipment	14,539	9,000	5,539	0	0	0
			<u>101,939</u>	<u>80,619</u>	<u>21,320</u>	<u>8,000</u>	<u>7,088</u>	<u>912</u>
ECONOMIC SERVICES								
Building Control								
61252	Mitsubishi Triton Ute - DB631	Plant and Equipment	19,514	12,000	7,514	0	0	0
			<u>19,514</u>	<u>12,000</u>	<u>7,514</u>	<u>0</u>	<u>0</u>	<u>0</u>
Other Economic Services								
10140	Sale Lot 3 Mead Street	Land	0	0	0	81,818	45,468	36,350
			<u>0</u>	<u>0</u>	<u>0</u>	<u>81,818</u>	<u>45,468</u>	<u>36,350</u>
			<u>190,810</u>	<u>168,209</u>	<u>22,601</u>	<u>132,545</u>	<u>83,644</u>	<u>48,901</u>

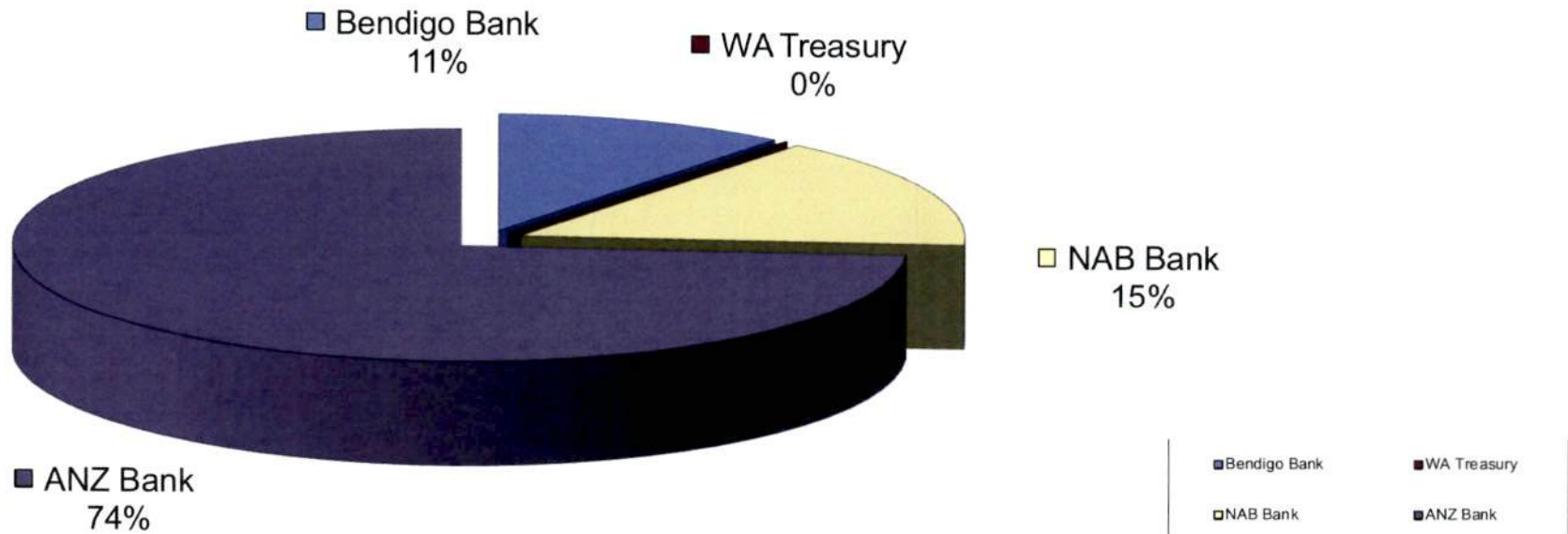
Shire of Donnybrook-Balingup
Schedule of Investments Held
For the period ended 31st December 2020

FUND	WHERE HELD	% RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
MUNICIPAL FUND							
Municipal Fund	Bendigo - 120942362	Variable	At Call	\$789,879.89	\$2,251,014.58	-\$1,585,230.35	\$1,455,664.12
	ANZ Bank 9116-13334	0.45%	3-Feb-2021	\$1,002,019.97	\$0.00	\$0.00	\$1,002,019.97
	ANZ Bank 9129-57331	0.75%	4-Jan-2021	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
	ANZ Bank 9794-44645	0.54%	20-Jan-2021	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
	ANZ Bank 9794-44637	0.36%	2-Mar-2021	\$1,000,000.00	\$584.93	\$0.00	\$1,000,584.93
	ANZ Bank 9156-04304	0.22%	28-Feb-2021	\$1,000,000.00	\$701.91	\$0.00	\$1,000,701.91
	ANZ A/c: 9116-13342	0.36%	3-Mar-2021	\$269,986.51	\$498.10	-\$1,041.41	\$269,443.20
	WA Treasury - General	0.20%	At Call	\$14,506.56	\$0.62	\$0.00	\$14,507.18
				\$6,076,392.93	\$2,252,800.14	-\$1,586,271.76	\$6,742,921.31
TRUST FUND							
General Trust Fund	Bendigo - 120942578	Variable	At Call	\$51,464.70	\$0.00	\$0.00	\$51,464.70
Licensing Trust Fund	Bendigo - 120942446	Variable	At Call	\$0.00	\$0.00	\$0.00	\$0.00
				\$51,464.70	\$0.00	\$0.00	\$51,464.70
Roadworks Bonds	Bendigo - 3505033	0.35%	29-Jan-2020	\$87,788.81	\$0.00	\$0.00	\$87,788.81
Tuia Lodge Accommodation Bonds	ANZ A/c: 9116-47489	0.29%	18-Mar-2021	\$2,376,115.64	\$3,062.29	-\$321,511.75	\$2,057,666.18
Tuia Lodge Accommodation Bonds	ANZ A/c: 9116-13289	0.45%	3-Feb-2020	\$1,882,175.96	\$0.00	\$0.00	\$1,882,175.96
Extractive Industry Licence	Bendigo - 3505033	0.35%	29-Jan-2020	\$114,611.07	\$0.00	\$0.00	\$114,611.07
Miscellaneous Investments	Bendigo - 3505033	0.35%	29-Jan-2020	\$10,551.46	\$0.00	\$0.00	\$10,551.46
Public Open Space Contributions	Bendigo - 3505033	0.35%	29-Jan-2020	\$138,965.91	\$0.00	\$0.00	\$138,965.91
				\$4,610,208.85	\$3,062.29	-\$321,511.75	\$4,291,759.39
FUND	WHERE HELD	% RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
LONG TERM INVESTMENT							
Bendigo Bank Shares	Bendigo Bank	-	At Call	\$25,000.00	\$0.00	\$0.00	\$25,000.00
				\$25,000.00	\$0.00	\$0.00	\$25,000.00
INVESTMENT FUND							
Aged Housing Reserve	ANZ A/c: 9202-29916	0.45%	3-Feb-2021	\$266,709.46	\$0.00	\$0.00	\$266,709.46
Aged Housing Reserve	ANZ A/c: 9202-29924	0.57%	5-Jan-2021	\$909,887.63	\$0.00	\$0.00	\$909,887.63
Waste Management Reserve	ANZ A/c: 9732-82198	0.29%	31-Mar-2021	\$1,535,973.72	\$2,900.99	\$0.00	\$1,538,874.71
Buildings	ANZ A/c: 9732-82235	0.45%	3-Feb-2021	\$758,523.14	\$0.00	\$0.00	\$758,523.14
Land	ANZ A/c: 9732-82235	0.45%	3-Feb-2021	\$450,270.71	\$0.00	\$0.00	\$450,270.71
Valuation Reserve	NAB A/c: 86-137-3001	0.50%	8-Feb-2020	\$10,700.10	\$0.00	\$0.00	\$10,700.10
Employee Leave & Gratuity Reserve	NAB A/c: 86-137-3001	0.50%	8-Feb-2020	\$192,926.30	\$0.00	\$0.00	\$192,926.30
Roadworks Reserve Account	NAB A/c: 86-143-2438	0.50%	8-Feb-2020	\$435,434.43	\$0.00	\$0.00	\$435,434.43
Parks Reserve Account	NAB A/c: 86-143-2438	0.50%	8-Feb-2020	\$153,743.91	\$0.00	\$0.00	\$153,743.91
CBD Development Reserve	NAB A/c: 86-143-2438	0.50%	8-Feb-2020	\$3,053.54	\$0.00	\$0.00	\$3,053.54
Bushfire Control & Management Reserve	NAB A/c: 86-142-2539	0.50%	8-Feb-2020	\$2,281.91	\$0.00	\$0.00	\$2,281.91
Arbuthnott Reserve	NAB A/c: 86-142-2539	0.50%	8-Feb-2020	\$3,584.65	\$0.00	\$0.00	\$3,584.65
Information Technology Reserve	NAB A/c: 86-142-2539	0.50%	8-Feb-2020	\$107,523.19	\$0.00	\$0.00	\$107,523.19
Langley Villas & Minn Cotts Contingency Account	NAB A/c: 86-142-2539	0.50%	8-Feb-2020	\$12,919.22	\$0.00	\$0.00	\$12,919.22
Town Planning Reserve	NAB A/c: 86-142-2539	0.50%	8-Feb-2020	\$40,051.22	\$0.00	\$0.00	\$40,051.22
Plant Replacement Reserve	NAB A/c: 86-142-2539	0.50%	8-Feb-2020	\$401,999.77	\$0.00	\$0.00	\$401,999.77
Apple Fun Park Reserve	NAB A/c: 86-142-2539	0.50%	8-Feb-2020	\$99,521.26	\$0.00	\$0.00	\$99,521.26
Carried Forward Projects Reserve	NAB A/c: 86-137-3001	0.50%	8-Feb-2020	\$1,166,056.73	\$0.00	\$0.00	\$1,166,056.73
Covid 19 Reserve	NAB A/c: 86-137-3001	0.50%	8-Feb-2020	\$102,532.15	\$0.00	\$0.00	\$102,532.15
				\$6,678,693.04	\$2,900.99	\$0.00	\$6,681,594.03
TOTAL CASH & INVESTMENTS				\$17,416,759.52	\$2,258,763.42	-\$1,907,783.51	\$17,767,739.43

Investments Balances

	Amount	% Exposure	Maximum Exposure Permitted	S&P Rating Short Term
Bendigo Bank	\$1,884,046.07	10.60%	75%	A -2
WA Treasury	\$14,507.18	0.08%	100%	AAA
NAB Bank	\$2,732,328.38	15.38%	100%	A -1+
ANZ Bank	\$13,136,857.80	73.94%	100%	A -1+
	\$17,767,739.43	100.00%		

Shire of Donnybrook - Balingup Investment Balances



**Shire of Donnybrook-Balingup
Summary of Bank Reconciliation
For the period ended 31st December 2020**

MUNICIPAL FUND

Balance as per Bank Statements	1,455,664
Investments - Muni Funds	5,556,700
Investments - Trust Bonds	4,152,793
Deposits not yet Credited	7,339
Less Outstanding Cheques	(93,385)
Receipts not yet processed	0
Outstanding Transfers from Reserve	0
Outstanding Transfers to Reserves	0
Outstanding Transfers to Trust	0
Outstanding Transfers from Trust	0
Cheques not Yet Processed	0
Credit Card Payments	0
Bank Adjustment	0
<i>Balance as per Cash At Bank Account</i>	<u>11,079,112</u>

PETTY CASH

Shire Petty Cash on Hand	300
Shire Till Float on Hand	300
Tuia Lodge Petty Cash on Hand	200
Tuia Lodge Resident Kitty Float	1,000
Rec Centre Till Float on Hand	200
Dbk Community Library	100
Balingup Library	60
<i>Balance as per Petty Cash Account</i>	<u>2,160</u>

TRUST FUNDS

Balance as per Bank Statements	51,465
Investments	138,966
Plus Deposits not yet Credited	0
Less Outstanding Cheques	(608)
Less DOT EFT payment	0
Bank Adjustment	0
Outstanding Transfers	0
<i>Balance as per Cash At Bank Account</i>	<u>189,823</u>

RESERVE FUND

Investments	6,656,594
<i>Balance as per Cash At Bank Account</i>	<u>6,656,594</u>

LONG TERM INVESTMENT

Bendigo Shares	25,000
<i>Balance as per Cash At Bank Account</i>	<u>25,000</u>

TOTAL BALANCE CASH AT BANK	<u>17,952,689</u>
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SHIRE OF DONNYBROOK-BALINGUP
Rates Collection Statistics as at 31st December 2020

	Rates % June 20'	Movement in Dec '20	Rates % Dec '20
Arrears Brought Forward	329,193	17,610	346,802
Prepayment of Rates	(55,060)	(13,641)	(68,701)
Billing To Date	5,151,938	10,024	5,161,962
	5,426,071	13,992	5,440,063
Less Received To Date	1,939,410	1,807,629	3,747,039
Balance Owed	3,486,661	(1,793,637)	1,693,024
Percentage Collection (Including Arrears B/Fwd)	35.38%	33.49%	68.88%
Percentage Collection (On 20/21)	37.64%	34.95%	72.59%

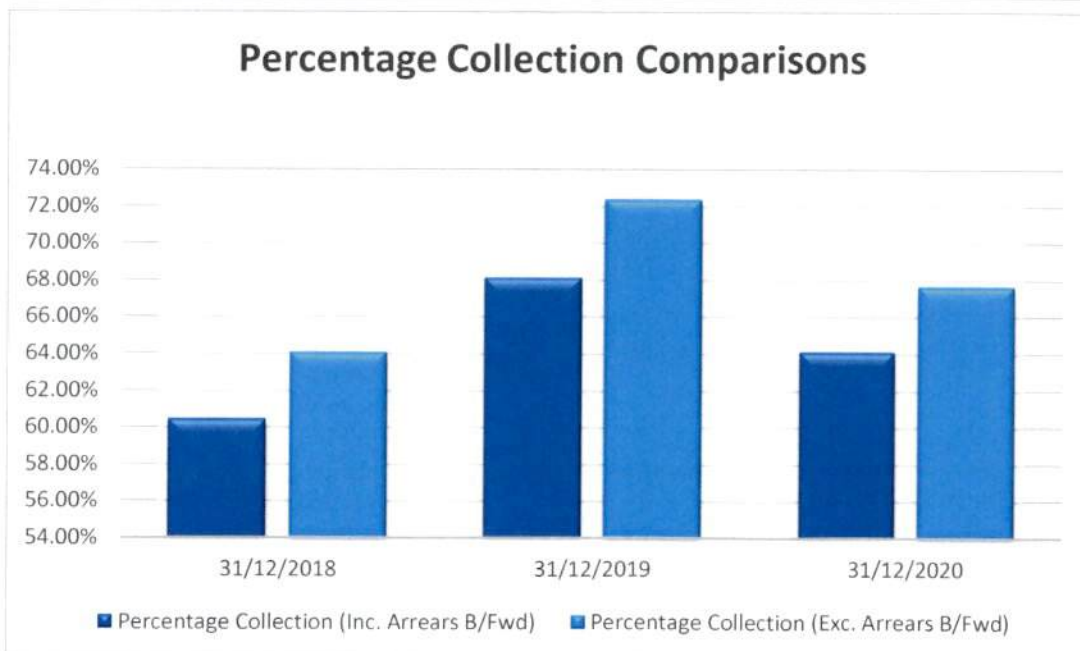
Note: Rates equating to approx 2.5% are not immediately collectable, being validly deferred under the State Governments' Scheme for Pensioner Rates deferrment. ie only 97.5% is collectable.

**** Please note:** figures reported are Rates collections only, excludes ESL and Waste Collection charges.

SHIRE OF DONNYBROOK-BALINGUP

Rates Comparison Statistics as at 31st December 2020

	31/12/2018	31/12/2019	31/12/2020
Arrears Brought Forward	346,167	378,002	352,755
Prepayment of Rates	(48,890)	(59,507)	(68,701)
Billing To Date	4,953,827	5,143,117	5,151,938
Total Raised Inc. Arrears	5,251,104	5,461,612	5,435,992
Less Received To Date	3,175,703	3,721,395	3,486,661
Balance Owed	2,075,401	1,740,217	1,949,331
Percentage Collection (Inc. Arrears B/Fwd)	60.48%	68.14%	64.14%
Percentage Collection (Exc. Arrears B/Fwd)	64.11%	72.36%	67.68%





**Monthly
Financial Reports**
Management Statements

**For the period ended
31st January 2021**

Shire of Donnybrook-Balingup

Monthly Report to Council

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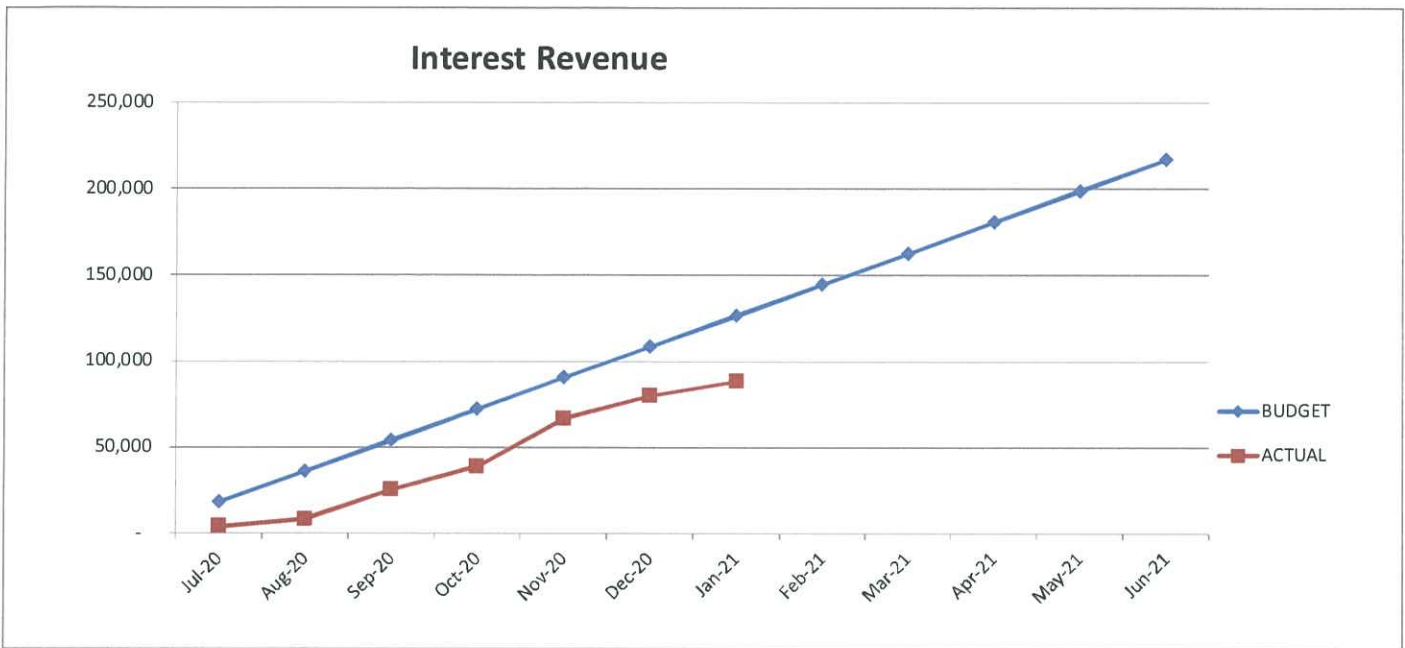
<u>FINANCIAL STATEMENTS</u>	Page
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Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st January 2021

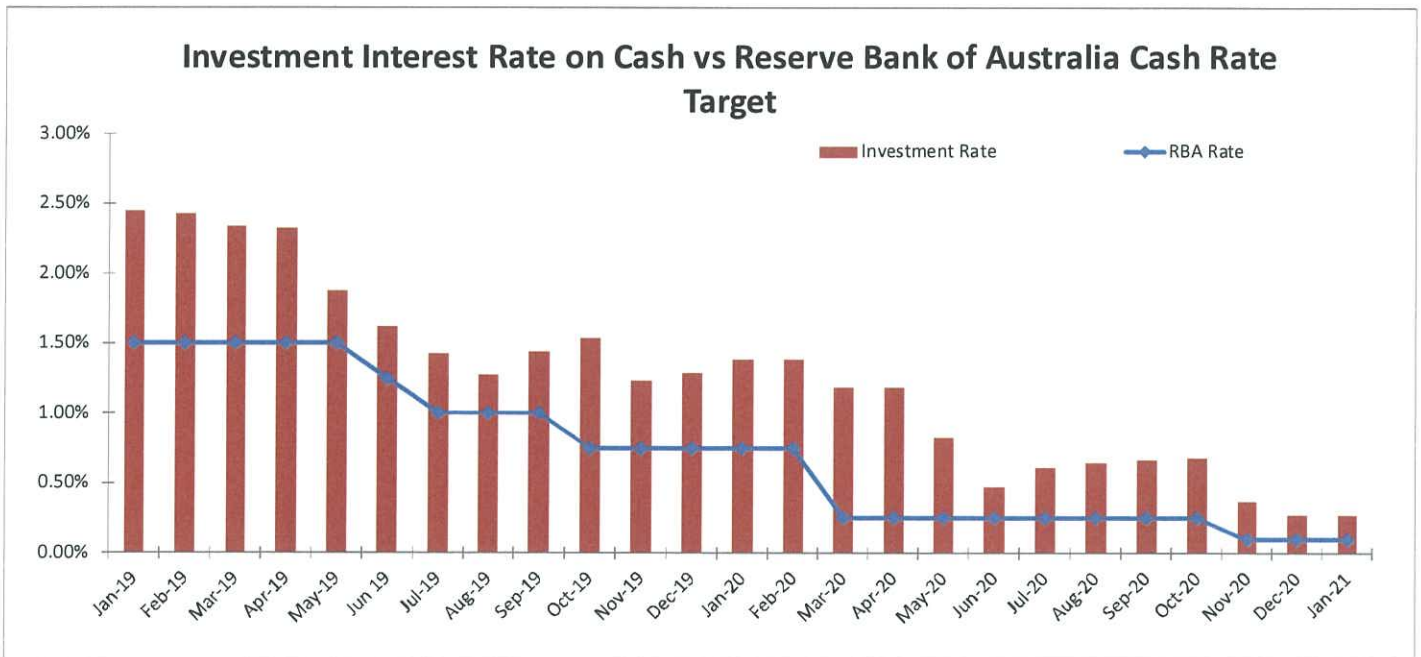
Cash & Investments

As at reporting date total interest revenue received on Rates, Shire Municipal and Reserve Funds are:

	YTD Actual	YTD Budget
Municipal Fund:	\$ 24,881	\$ 56,000
Reserve Fund:	\$ 18,029	\$ 36,939
Interest Revenue - Rates	\$ 45,457	\$ 33,537
	\$ 88,367	\$ 126,476



The following graph compares the Shire's interest rate on investments against the Reserve Bank's reference rate. Council has continued to maintain a return above the RBA cash target rate.

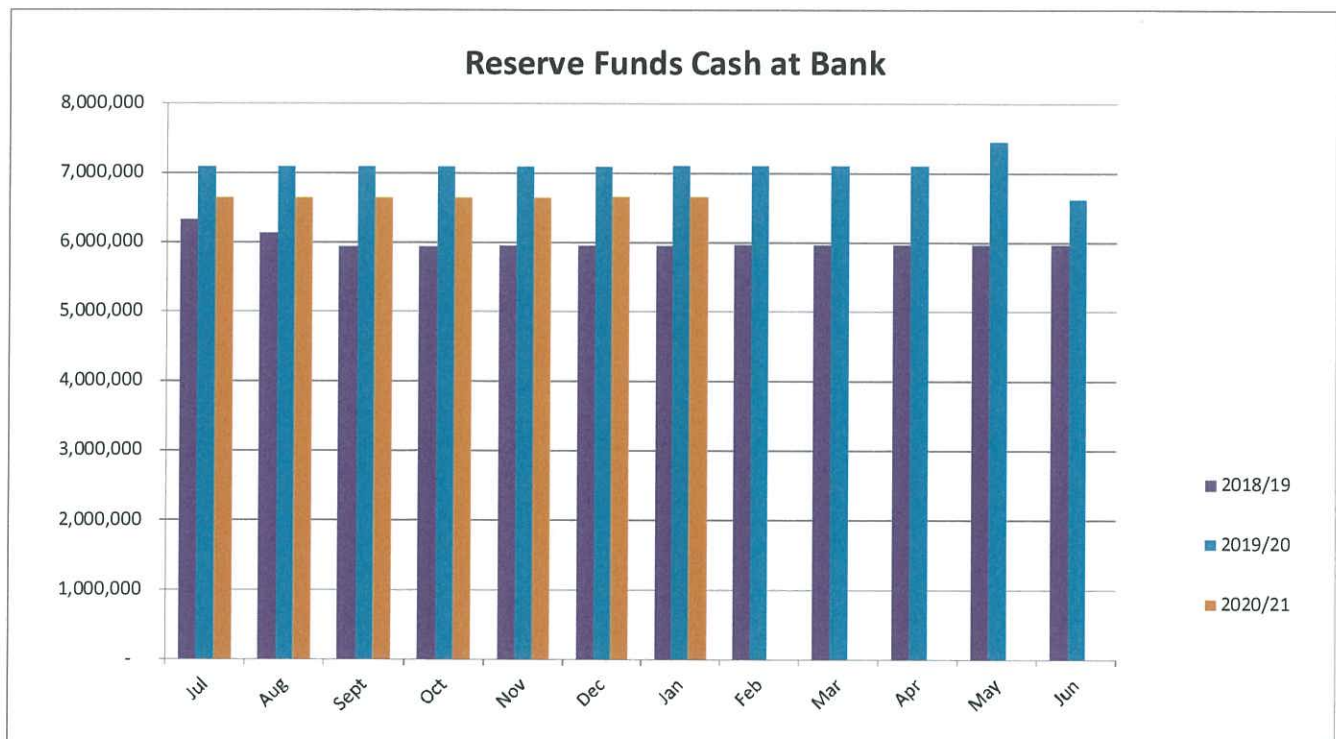
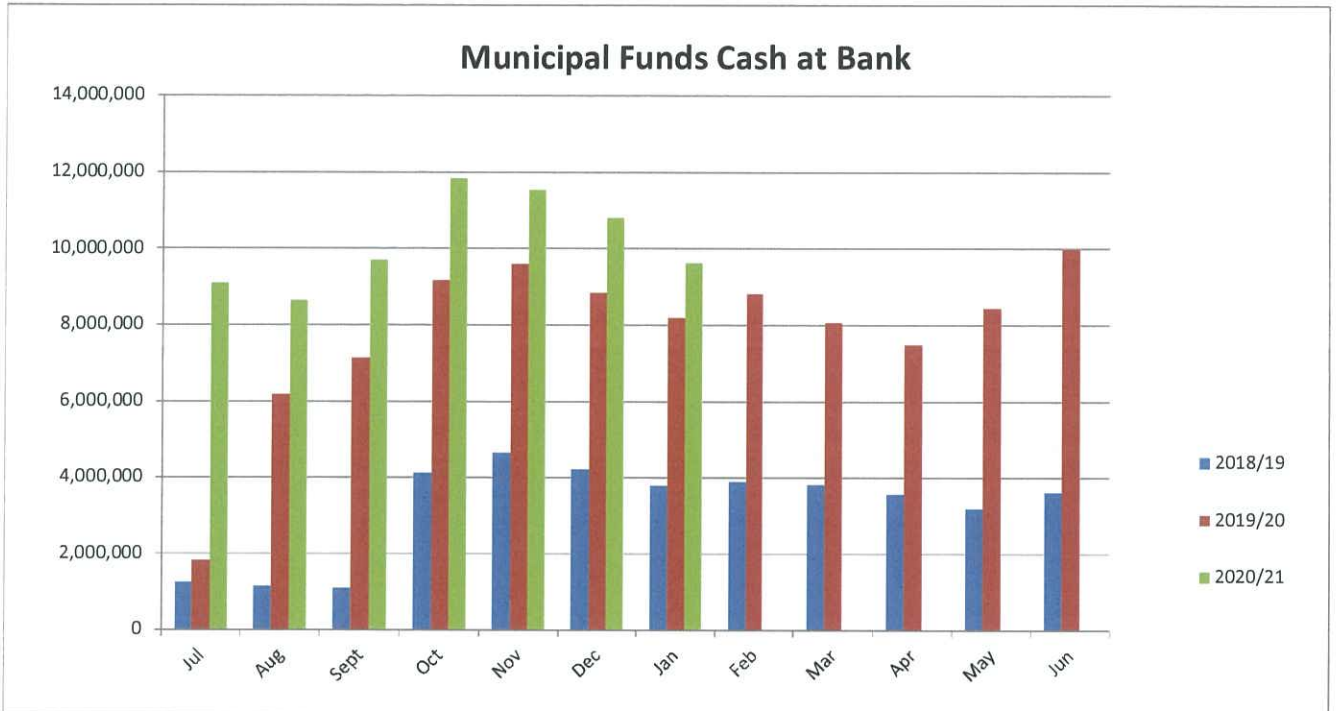


**Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st January 2021**

Cash & Investments

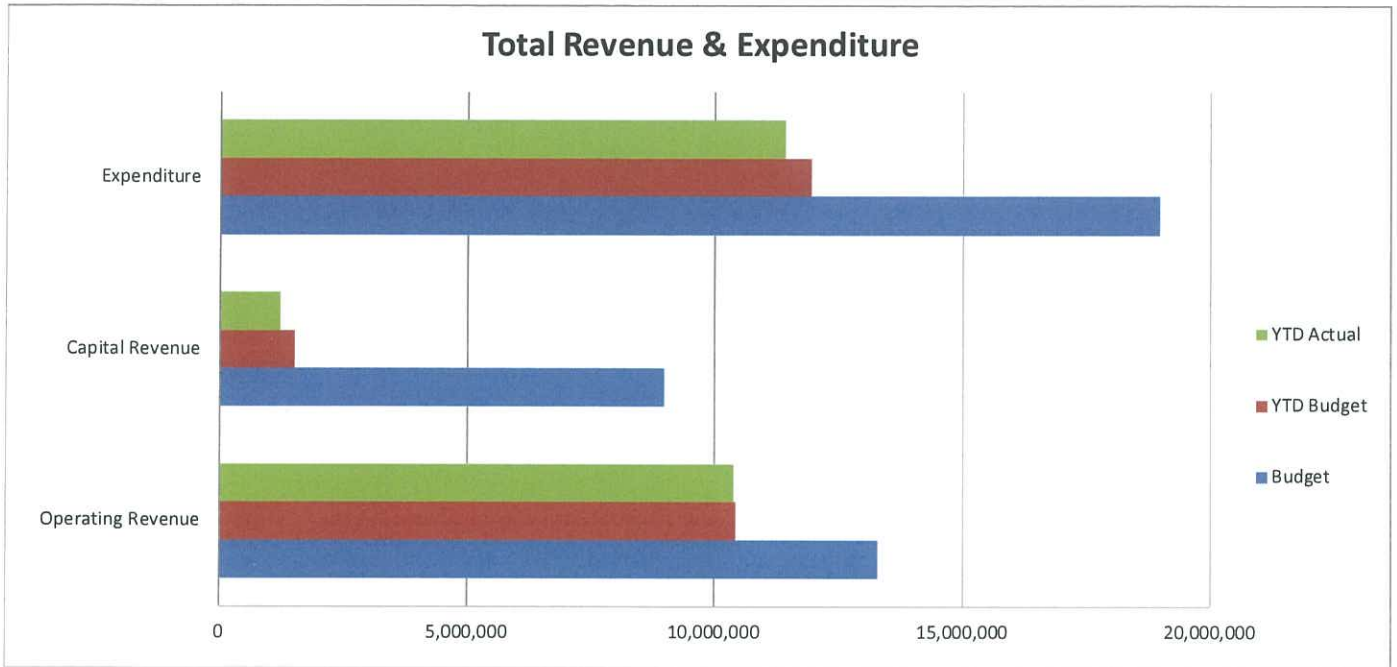
As at reporting date, the Shire's cash on hand as per the bank statements shows a reconciled balance of \$9,636,027.26. This includes investments held by the Shire of \$8,441,982.17.

Municipal Investment Funds total	\$	4,289,189
Restricted Funds - Bond Deposits	\$	4,152,793
Municipal Fund Cash at Bank total	\$	1,194,045
Reserve Investment Funds Cash at Bank	\$	<u>6,658,266</u>
	\$	<u>16,294,293</u>



Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st January 2021

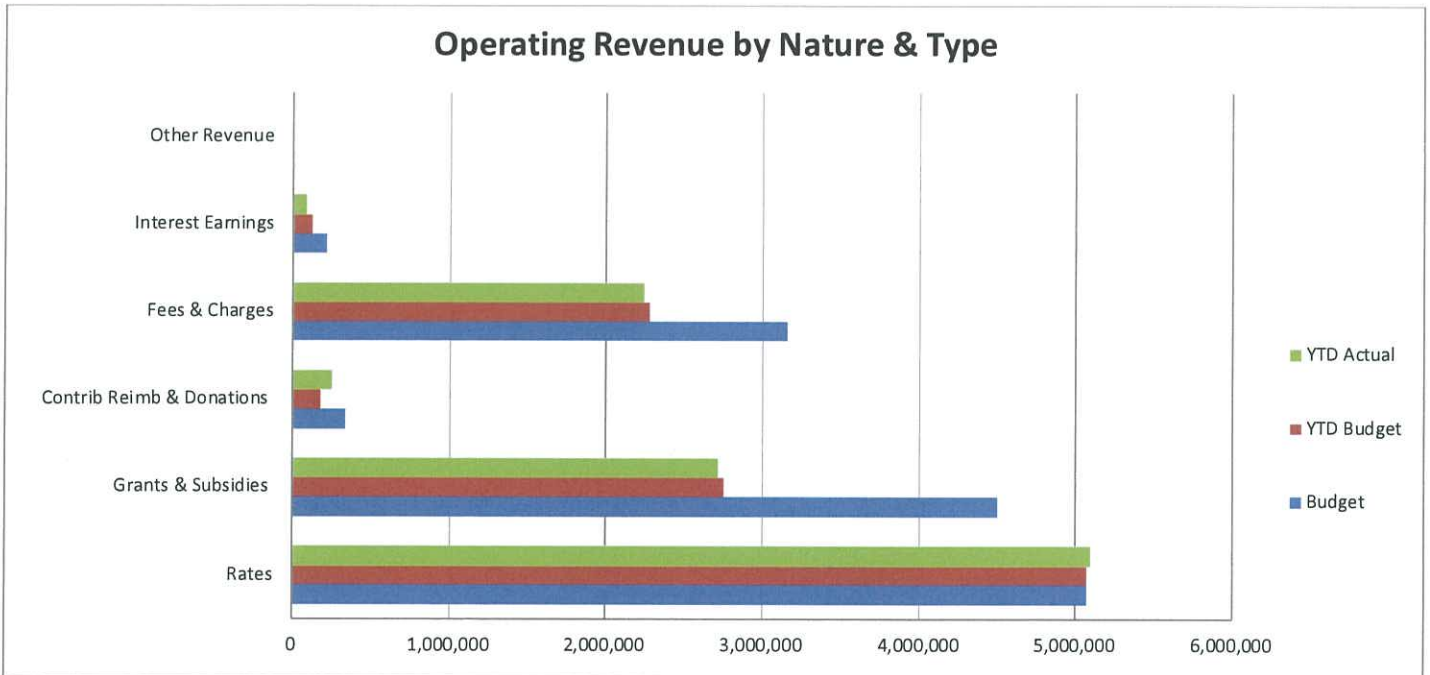
Nature & Type Reporting



Total Revenue & Expenditure

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Operating Revenue	13,286,259	10,419,990	10,397,239	(0.22%)
Capital Revenue	8,994,403	1,511,586	1,229,490	(18.66%)
Expenditure	18,988,603	11,946,539	11,402,720	(4.55%)

A further detailed analysis of total operating revenue, capital revenue and expenditures is provided via the various nature and type subsections listed below:

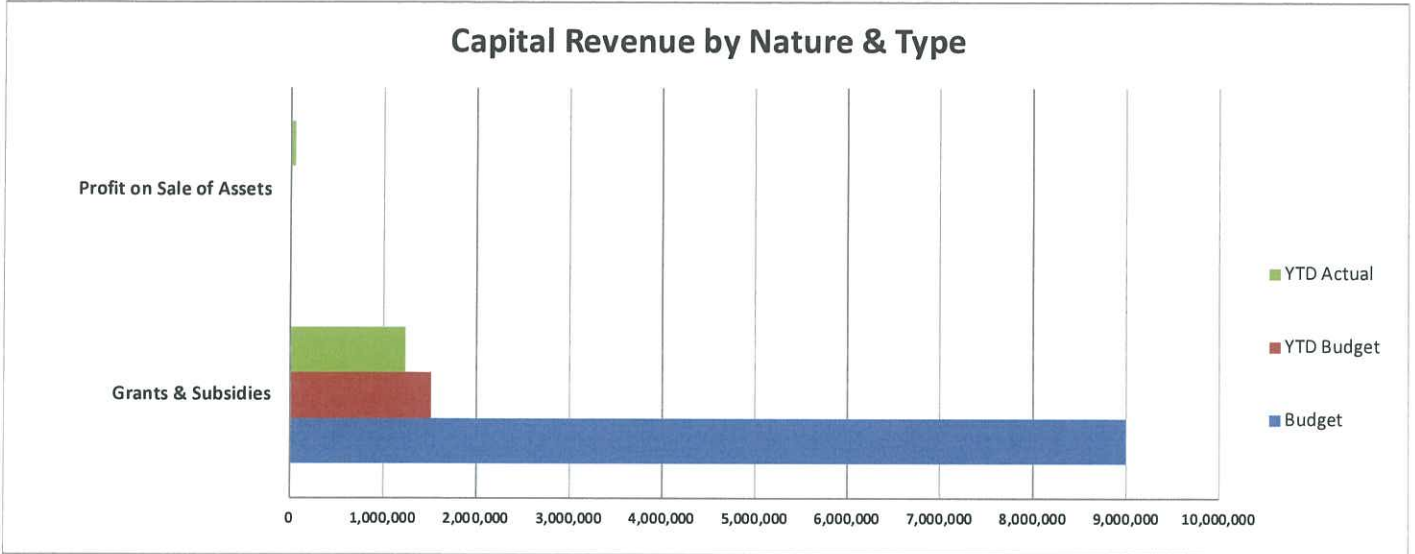


Operating Revenue by Nature & Type

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Rates	5,074,942	5,074,192	5,095,241	0.41%
Grants & Subsidies	4,498,690	2,757,084	2,719,212	(1.37%)
Contrib Reimb & Donations	339,678	176,528	249,630	41.41%
Fees & Charges	3,154,474	2,284,751	2,244,456	(1.76%)
Interest Earnings	216,825	126,476	88,367	(30.13%)
Other Revenue	1,650	959	333	(65.29%)
Total	13,286,259	10,419,990	10,397,239	

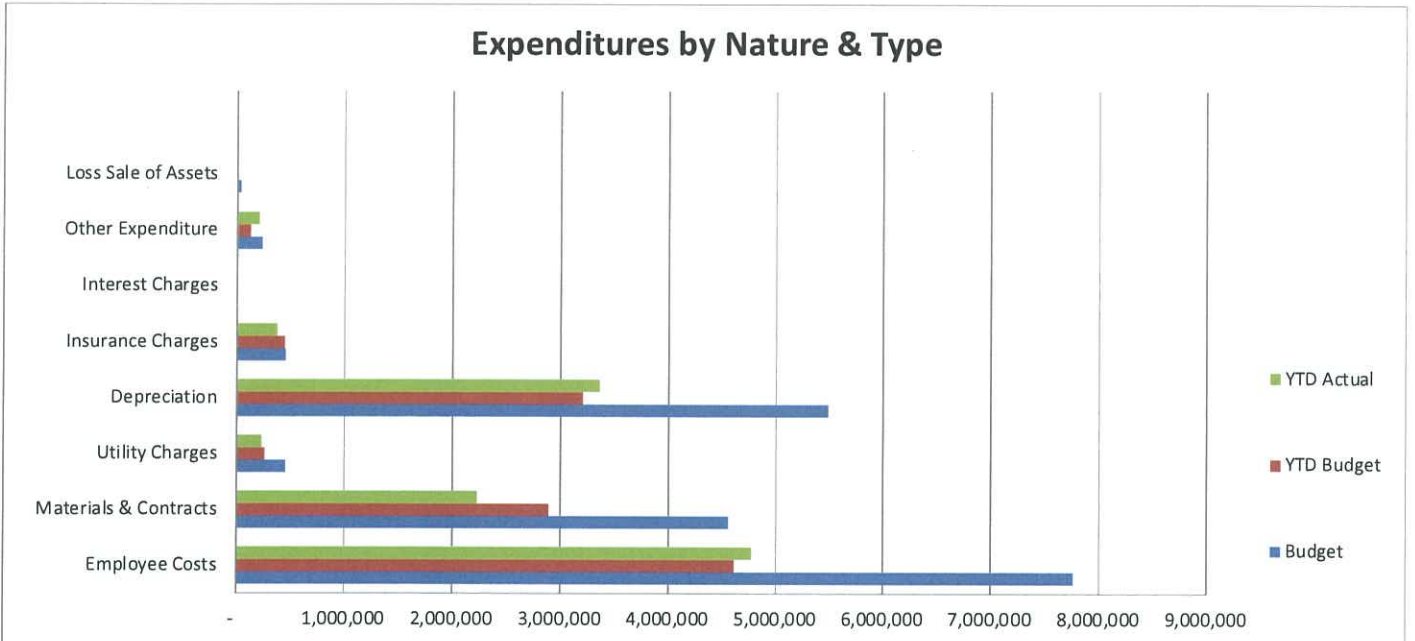
Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st January 2021

Nature & Type Reporting (continued)



Capital Revenue by Nature and Type

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Grants & Subsidies	8,994,403	1,511,586	1,229,490	(18.66%)
Profit on Sale of Assets	9,869	9,691	48,901	404.60%
Total	9,004,272	1,521,277	1,278,391	

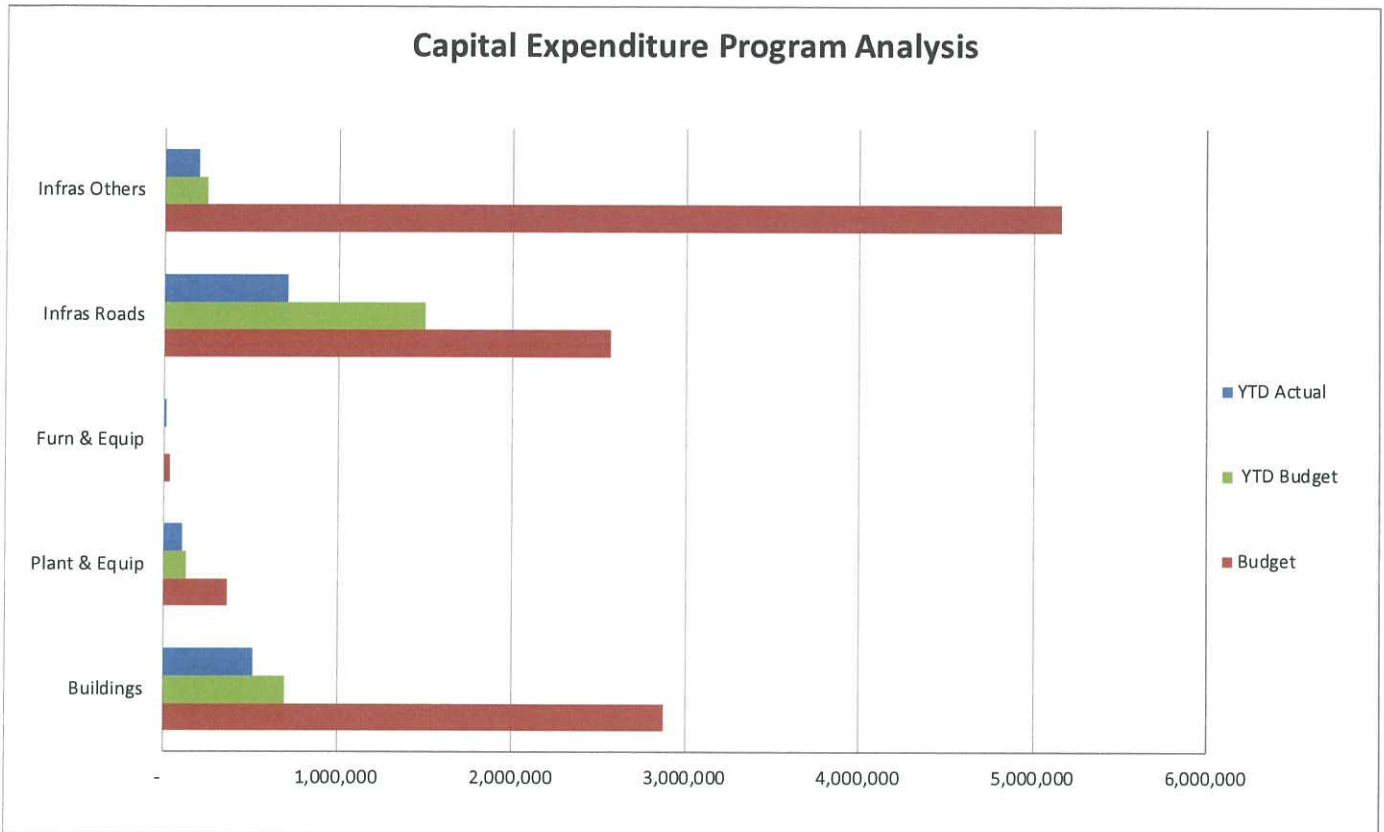


Expenditures by Nature and Type

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Employee costs	7,766,645	4,613,342	4,775,983	3.53%
Materials and contracts	4,559,200	2,893,421	2,231,414	(22.88%)
Utility charges	457,272	265,810	240,708	(9.44%)
Depreciation on Non Current Assets	5,494,234	3,204,887	3,354,006	4.65%
Insurance charges	456,518	452,671	376,565	(16.81%)
Interest charges	17,133	10,346	7,034	(32.02%)
Loss on sale of asset	32,470	13,053	0	0.00%
Other expenditure	237,601	130,967	207,909	58.75%
TOTAL	19,021,073	11,584,497	11,193,620	

Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st January 2021

Capital Acquisitions by Asset Class



Capital Acquisitions

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Buildings	2,875,764	701,623	517,789	(26.20%)
Plant & Equipment	371,556	127,698	102,409	(19.80%)
Furniture & Equipment	38,000	0	12,921	
Infrastructure Roads	2,567,418	1,497,510	711,949	(52.46%)
Infrastructure Others	5,160,088	241,456	196,272	(18.71%)
TOTAL	11,012,826	2,568,287	1,541,339	

Shire of Donnybrook / Balingup
Operating Statement
For Period ended 31st January 2021

		Adopted Budget 2020/21	Budget Year-to-date 2020/21	Actual Year-to-date 2020/21
Operating Revenues				
Rate Revenue	3	5,074,942	5,074,192	5,095,241
General Purpose Funding	3	1,163,234	598,639	603,398
Governance	4	64,084	62,750	51,583
Law, Order & Public Safety	5	577,580	424,150	342,610
Health	7	173,013	100,905	103,304
Education and Welfare	8	4,047,772	2,587,993	2,553,500
Community Amenities	10	1,134,936	1,106,882	1,167,038
Recreation & Culture	11	261,529	140,819	107,442
Transport	12	198,310	162,597	162,899
Economic Services	13	480,781	96,502	110,362
Other Property & Services	14	110,078	64,561	99,861
		13,286,259	10,419,990	10,397,239
Operating Expenses Excluding Borrowing Costs Expenses				
General Purpose Funding	3	(202,110)	(125,821)	(101,201)
Governance	4	(1,049,323)	(660,492)	(655,319)
Law, Order & Public Safety	5	(1,372,958)	(837,166)	(714,879)
Health	7	(260,039)	(154,563)	(148,673)
Education and Welfare	8	(5,020,297)	(3,188,683)	(3,122,306)
Community Amenities	10	(1,709,555)	(1,000,945)	(888,720)
Recreation & Culture	11	(3,576,815)	(2,123,816)	(2,145,591)
Transport	12	(4,818,754)	(2,843,645)	(2,874,430)
** Economic Services	13	(844,600)	(493,087)	(353,968)
Other Property & Services	14	(118,200)	(135,354)	(183,139)
		(18,972,651)	(11,563,572)	(11,188,226)
Borrowing Costs Expenses				
Governance	4	(2,876)	(1,195)	(1,251)
Law, Order & Public Safety	5	(111)	(45)	(123)
Health	7	(3,668)	(1,834)	(1,553)
Education and Welfare	8	(4,617)	(2,349)	(1,518)
Recreation and Culture	11	(2,012)	(1,004)	(773)
Transport	12	(0)	0	0
** Economic Services	13	(2,667)	(1,445)	(175)
		(15,951)	(7,872)	(5,393)
Contributions/Grants for the Development of Assets				
Law, Order & Public Safety	5	62,241	13,031	9,990
Community Amenities	10	170,000	26,250	1,295
Recreation & Culture	11	4,030,671	470,000	427,385
Transport	12	4,611,491	942,305	790,040
Economic Services	13	120,000	60,000	780
		8,994,403	1,511,586	1,229,490
GAIN OR (LOSS) ON THE DISPOSAL OF ASSETS				
Governance	4	622	622	0
Community Amenities	10	5611	5,611	11,639
Transport	12	(21,321)	(2,081)	912
Economic Services	13	(7,514)	(7,514)	36,350
		(22,602)	(3,362)	48,901
Net Profit OR Loss / Result		3,269,458	356,770	482,011

** Note increased borrowing costs/decreased economic svcs operating expenditure for Collins Street Loan Interest **

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type)
For the Period ended 31st January 2021

	Adopted Budget 2020/21	Budget Year-to-date 2020/21	Actual Year-to-date 2020/21
OPERATING REVENUE AND EXPENDITURE			
(a) <u>Summary by Nature and Type</u>			
Revenue			
Rates	5,074,942	5,074,192	5,095,241
Grants and Subsidies (Operating)	4,498,690	2,757,084	2,719,212
Contributions Reimbursements and Donations (Operating)	339,678	176,528	249,630
Fees and Charges	3,154,474	2,284,751	2,244,456
Interest Earnings	216,825	126,476	88,367
Other Revenue	1,650	959	333
	<u>13,286,259</u>	<u>10,419,990</u>	<u>10,397,239</u>
Expenditure			
Employee Costs	(7,766,645)	(4,613,342)	(4,775,983)
Materials and Contracts	(5,201,797)	(3,268,516)	(2,440,515)
Utility Charges	(457,272)	(265,810)	(240,708)
Depreciation on Non Current Assets	(5,494,234)	(3,204,887)	(3,354,006)
Insurance Expenses	(456,518)	(452,671)	(376,565)
Interest Expenses	(17,133)	(10,346)	(7,034)
Other Expenses	(237,601)	(130,967)	(207,909)
	<u>(19,631,200)</u>	<u>(11,946,539)</u>	<u>(11,402,720)</u>
Less Applicable to Capital Works	(642,598)	(375,095)	(209,101)
	<u>(5,702,344)</u>	<u>(1,151,454)</u>	<u>(796,381)</u>
Non-operating grants, subsidies and contributions	8,994,403	1,511,586	1,229,490
Profit on asset disposals	9,869	9,691	48,901
Loss on asset disposals	(32,470)	(13,053)	0
Net result	<u>3,269,458</u>	<u>356,770</u>	<u>482,011</u>
Total Comprehensive Income	3,269,458	356,770	482,011

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 31st January 2021

OPERATING REVENUE AND EXPENDITURE		2020/21		
		Adopted Budget	YTD Budget	Actual
(b) Classified According to Nature and Type:				
<u>OPERATING REVENUE</u>				
	Rate Revenue			
**	Rates	5,074,942	5,074,192	5,095,241
	Grants & Subsidies (Operating)			
	Other Grants	4,498,690	2,757,084	2,719,212
	Grants & Subsidies (Capital)			
**	Other Grants	8,978,371	1,502,234	1,229,490
	Reimbursements (Operating)			
**	Reimbursements	334,838	173,728	237,886
	Contributions & Donations (Operating)			
	Contributions, Reimbursements & Donations	4,840	2,800	11,744
	Contributions & Donations (Cap)			
	Contributions, Reimbursements & Donations	16,032	9,352	0
	Fees and Charges			
	Waste Receptacle Fee	570,696	570,696	591,447
	Waste Management Levy	498,070	497,623	500,407
	Property Lease	426,507	248,738	208,518
	Property Hire	58,106	33,880	28,307
	Sale of Stock	8,000	4,662	2,781
	Inspections	200	112	0
	Other Charges	1,461,555	852,460	780,725
	Fines and Penalties	5,100	2,961	6,141
	Licenses, Approvals, Registrations	126,240	73,619	126,130
	Interest Earnings			
	Rates Penalty Interest Charge	37,500	21,875	26,848
	Interest on Rates Instalments	16,500	9,625	17,274
	Interest on Municipal Funds	159,325	92,939	42,911
	Interest Other	3,500	2,037	1,335
	Other Revenue			
	Other Income	1,650	959	333
	Profit on Sale of Non-Current Assets			
		9,869	9,691	48,901
	Total Operating Revenue	22,290,531	11,941,267	11,675,630

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 31st January 2021

OPERATING REVENUE AND EXPENDITURE	2020/21		
(b) Classified According to Nature and Type:	Adopted Budget	YTD Budget	Actual
<u>OPERATING EXPENDITURE</u>			
Employee Costs			
Salaries and Wages (Operating only, excludes Capital)	6,630,811	3,885,487	3,917,601
Superannuation	691,204	403,130	408,689
Workers Compensation	210,890	190,440	261,955
Clothing and Uniforms	39,733	23,163	35,008
Training Expenses	104,599	60,977	18,696
Fringe Benefits Tax	52,042	28,361	71,132
** Employee Provisions	0	0	42,241
Other Employee Costs	37,366	21,784	20,661
Materials			
Materials	4,751,661	3,028,636	2,238,366
Phone/Fax	51,401	29,953	36,943
Fuels & Oils	175,000	102,074	69,193
Contracts			
Lease & Rental Expenses	0	0	941
Contract Labour	81,335	24,805	33,295
Professional Services & Consultants	142,400	83,048	61,777
Utility Charges			
Sewerage	20,824	12,124	16,810
Electricity	324,480	188,460	182,390
Water	111,968	65,226	41,509
Insurance Expenses			
Insurance	456,518	452,671	376,565
Interest Expenses			
Interest on Leases	4,612	2,667	2,086
Interest on Loans	12,521	7,679	4,948

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 31st January 2021

4. OPERATING REVENUE AND EXPENDITURE	2020/21		
	Adopted Budget	YTD Budget	Actual
(b) Classified According to Nature and Type:			
OPERATING EXPENDITURE (cont)			
Other Expenditure			
Postage	10,350	6,027	9,141
Other Expenditure	227,251	124,940	198,769
Loss on Sale of Non-Current Assets	32,470	13,053	0
Depreciation			
Depreciation on Assets	5,494,234	3,204,887	3,354,006
Less: Applicable to Capital Works	(642,598)	(375,095)	(209,101)
Total Operating Expenditure	19,021,073	11,584,497	11,193,620
NET PROFIT OR LOSS / RESULT	3,269,458	356,770	482,011

** Rates income above YTD actual - due to higher amount of interim rates raised.

** Grants & Subsidies (Capital) below YTD budget - variance relates to the timing of Roads to Recovery, Blackspot, Dbk Town Centre and Drought Community funding

** Reimbursements Operating income above YTD budget - includes additional insurance claims and paid parental leave reimbursements

** Employee provisions - new practice implemented for 2020/21 financial year, adjustments to employee provision for Annual and LSL entitlements processed quarterly in the financial reports, previously done annually.

Shire of Donnybrook - Balingup
Statement of Financial Activity
For the Period ended 31st January 2021

		2020/21 Adopted Budget \$	2020/21 YTD Budget \$	2020/21 YTD Actual \$	Variances Budget to Actual YTD %
REVENUES					
General Purpose Funding (Excl. Rates)	3	1,163,234	598,639	603,398	0.80
Governance	4	64,084	63,994	51,583	(19.39)
Law, Order, Public Safety	5	577,580	424,150	342,610	(19.22)
Health	7	173,013	100,905	103,304	2.38
Education and Welfare	8	4,047,772	2,587,993	2,553,500	(1.33)
Community Amenities	10	1,140,547	1,118,104	1,178,678	5.42
Recreation and Culture	11	261,529	140,819	107,442	(23.70)
Transport	12	201,946	169,513	163,811	(3.36)
Economic Services	13	480,781	96,502	146,711	52.03
Other Property and Services	14	110,702	64,561	99,861	54.68
		<u>8,221,188</u>	<u>5,365,180</u>	<u>5,350,899</u>	<u>(0.27)</u>
EXPENSES					
General Purpose Funding	3	(202,110)	(125,821)	(101,201)	(19.57)
Governance	4	(1,052,199)	(661,687)	(656,570)	(0.77)
Law, Order, Public Safety	5	(1,373,069)	(837,211)	(715,001)	(14.60)
Health	7	(263,707)	(156,397)	(150,226)	(3.95)
Education and Welfare	8	(5,024,914)	(3,191,032)	(3,123,824)	(2.11)
Community Amenities	10	(1,709,555)	(1,000,945)	(888,720)	(11.21)
Recreation & Culture	11	(3,578,827)	(2,124,820)	(2,146,365)	1.01
Transport	12	(4,843,710)	(2,854,723)	(2,874,430)	0.69
Economic Services	13	(854,781)	(509,560)	(354,143)	(30.50)
Other Property and Services	14	(118,200)	(135,354)	(183,139)	35.30
		<u>(19,021,072)</u>	<u>(11,597,550)</u>	<u>(11,193,620)</u>	<u>(3.48)</u>
Net Operating Result Excluding Rates:		<u>(10,799,884)</u>	<u>(6,232,370)</u>	<u>(5,842,720)</u>	<u>(6.25)</u>
Adjustments for Cash Budget Requirements:					
Non-Cash Expenditure and Income					
(Profit)/Loss on Asset Disposals		22,601	3,362	(48,901)	(1,554.53)
Depreciation on Assets		5,494,234	3,204,887	3,354,006	4.65
Adjust Current Asset - Land Held for Resale		0	0	(45,468)	
Adjust Non Current Liabilities & Employee Prov.		0	0	(6,193)	
Adjust Non Current Assets & Liabilities		0	0	32,709	
Capital Expenditure and Income					
Non Operating Grants, Subsidies & Contributions		8,994,403	1,511,586	1,229,490	(18.66)
** Purchase property, plant and equipment		(3,285,320)	(829,321)	(633,118)	(23.66)
Purchase and construction of infrastructure		(7,727,506)	(1,738,966)	(908,221)	(47.77)
Proceeds from disposal of assets		168,209	81,048	132,545	
Proceeds from self supporting loan		9,143	5,334	4,541	(14.87)
Repayment of borrowings		(61,290)	(25,652)	(37,161)	44.87
Principal elements of finance lease payments		(53,871)	(44,779)	(38,982)	(12.95)
Proceeds from Lease		275,000	0	0	
** Repayment of Life Lease		(308,000)	(308,000)	(308,000)	-
Transfers to reserves (restricted assets)		(212,000)	0	(7,002)	
Transfers from reserves (restricted assets)		1,372,213	174,970	0	(100.00)
ADD Estimated Surplus/(Deficit) July 1 B/Fwd		1,037,126	1,037,126	1,018,549 **	(1.79)
LESS Estimated Surplus/(Deficit) June 30 C/Fwd		0	1,913,417	2,991,314	56.33
Budgeted deficiency before general rates		<u>(5,074,942)</u>	<u>(5,074,192)</u>	<u>(5,095,241)</u>	<u>0.41</u>
Estimated amount to be raised from general rates		<u>5,074,942</u>	<u>5,074,192</u>	<u>5,095,241</u>	
		<u>0</u>	<u>0</u>	<u>0</u>	

** Note: Decrease in YTD actual estimated surplus/(deficit) July 1 B/Fwd figure of \$18,576.57 - the figure is made up of a variety of end of year transactions, a detailed listing has been reported on page 26.

** Note: Sale of U8 Preston Village reclassified from building capital expense to repayment of life lease**

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 31/01/2021	Actual to 31/01/2021	Variance Amount	Variance %	Permanent Variation	Comment
GENERAL PURPOSE FUNDING								
1932	OPERATING EXPENDITURE RATING VALUATIONS	Exp	16,912	3,782	-13,130	-77.63		Budget timing variation
0071	OPERATING INCOME RATES - INTERIM & BACK RATES	Inc	-3,206	-26,329	-23,123	721.26	x	Permanent variation - increased income for interim rates due to development growth
0643	FEES & CHARGES	Inc	-11,662	-23,736	-12,074	103.53	x	Permanent variation - YTD Actual exceeds full year budget by approx \$4k - increased income from settlement agent account enquiries
4891	INTEREST - RESERVE FUND	Inc	-36,939	-18,029	18,910	-51.19	x	Potential permanent variance - interest income is based on prevailing interest rates
GOVERNANCE								
0262	ADMIN TRAINING CONFERENCE & COURSE FEES	Exp	28,637	5,102	-23,535	-82.18		Budget timing variation
0392	COMPUTER MTCE AGREEMENTS	Exp	79,904	57,451	-22,453	-28.10		Budget timing variation - includes \$52k for Synergy annual license fees
1072	FRINGE BENEFITS TAX	Exp	11,890	71,132	59,242	498.25		Budget timing variation - FBT reallocated in May 2021
0952	AUDIT FEES	Exp	17,850	1,600	-16,250	0.00		Budget timing variation - awaiting invoice from Auditor Generals for EOFY audit
7863	OPERATING INCOME INSURANCE REBATES	Inc	-61,812	-49,922	11,890	-19.24		Budget timing variation - 2nd instalment contributions assistance package received
LAW, ORDER & PUBLIC SAFETY								
0632	OPERATING EXPENDITURE FIRE CONTROL EXPENSES	Exp	25,942	12,079	-13,863	-53.44		Budget timing variation - dependant on timing of projects
6962	BUSH FIRE MITIGATION - SEMC	Exp	111,561	47,701	-63,860	-57.24		Budget timing variation - dependant on timing of works
6963	OPERATING INCOME GRANTS - BUSHFIRE MITIGATION	Inc	-190,750	-96,485	94,265	-49.42		Budget timing variation - 1st instalment mitigation funding received August
EDUCATION AND WELFARE								
OPERATING EXPENDITURE								
Tuia Lodge								
1662	SALARIES (T/LODGE)	Exp	1,375,213	1,323,863	-51,350	-3.73		Budget timing variation - \$51k under YTD budget
1672	SUPERANNUATION (T/LODGE)	Exp	123,074	136,092	13,018	10.58		Budget timing variation - \$13k under YTD Budget
3697	BOND INTEREST - (TUIA)	Exp	5,362	15,550	10,188	190.00	x	Potential permanent variance - base interest expense dependant on timing of probate paperwork
3832	MEDICAL SERVICES - (TUIA)	Exp	35,357	19,947	-15,410	-43.58		Budget timing variation
3882	CONSULTANCY SERVICES - (TUIA)	Exp	20,398	39,350	18,952	92.91		Budget timing variation
Other Welfare								
6812	BRIDGE ST PROJECT	Exp	504,469	518,001	13,532	2.68	x	Permanent variance - Final repayment of grant funding higher than budget estimate
OPERATING INCOME								
Tuia Lodge								
1693	CARE INCOME - ACFI SUBSIDIES	Inc	-1,189,412	-1,255,157	-65,745	5.53		Budget timing variation - income reflects care mix
1703	BASIC DAILY CARE FEE	Inc	-444,990	-343,931	101,059	-22.71		Budget timing variation - income reflects care mix
1706	ACCOMMODATION FEE - DAILY ACCOMMODATION PAY	Inc	-108,374	-139,555	-31,181	28.77		Budget timing variation - income reflects care mix
1707	CARE INCOME - RESIDENT FEES - MEANS TESTED CA	Inc	-102,382	-58,742	43,640	-42.62		Budget timing variation - income reflects care mix
1708	CARE INCOME - RESIDENT FEES - OTHER	Inc	-13,650	-33,492	-19,842	145.36	x	Permanent variation - Income for respite care has currently exceeded Full Year Budget by \$10k
2193	ACCOM. FEE - INTEREST ON RAD BONDS	Inc	-38,500	-13,396	25,104	-65.20		Budget timing variation - income dependant on prevailing interest rates
Other Welfare								
1173	FEES & CHARGES - LEASE MIINUP COTTAGES U 5-8	Inc	-19,950	-9,853	10,097	-50.61	x	Permanent variation - reduction in income due to unit renovations
CAPITAL EXPENDITURE								
Tuia Lodge								
7384	BUILDINGS - TUIA LODGE	Exp	32,062	2,249	-29,813	-92.99		Budget timing variation - minimal expenditure to date

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 31/01/2021	Actual to 31/01/2021	Variance Amount	Variance %	Permanent Variation	Comment
Other Welfare								
8094	WELL AGED HOUSING - BUILDING ASSET RENEWAL	Exp	64,280	0	-64,280	-100.00		Budget timing variation - refurbishment of Units 6 & 7 to commence February 21
Tuia Lodge								
0715	TRANSFER FROM BUILDINGS RESERVE	Inc	-32,062	0	32,062	-100.00		Budget timing variation - Reserve transfer dependant on capital expenditure
COMMUNITY AMENITIES								
OPERATING EXPENDITURE								
1772	RUBBISH SITES MTC	Exp	246,960	221,300	-25,660	-10.39		Budget timing variation - normal operational variance
1782	DOMESTIC RECYCLING PICKUP	Exp	85,134	56,360	-28,774	-33.80		Budget timing variation - normal operational variance
1802	ORGANIC REFUSE REMOVALS	Exp	72,926	58,340	-14,586	-20.00		Budget timing variation - normal operational variance
2302	DBK CEMETERY MNTCE	Exp	37,310	19,533	-17,777	-47.65		Budget timing variation
OPERATING INCOME								
1803	FEES & CHARGES - KERBSIDE BIN SERVICES	Inc	-570,696	-591,447	-20,751	3.64	x	Permanent variation - income higher than budget estimates
2223	FEES & CHARGES - APPLICATIONS	Inc	-16,121	-34,101	-17,980	111.53	x	Potential permanent variance - actual YTD exceeds full year budget by approx \$6k - increased number of applications received to date
CAPITAL EXPENDITURE								
0965	PUBLIC TOILETS - ASSET MANAGEMENT PLAN	Exp	26,250	1,295	-24,955	-95.07		Budget timing variation - dependant on timing of works
CAPITAL INCOME								
2405	GRANTS (CAPITAL) - ASSETS	Inc	-26,250	-1,295	24,955	-95.07		Budget timing variation - dependant on timing of works
RECREATION AND CULTURE								
OPERATING EXPENDITURE								
Other Recreation & Sport								
2642	PARKS & RESERVES GENERAL	Exp	379,282	330,725	-48,557	-12.80		Budget timing variation - normal operational variance
2662	EGAN PARK	Exp	50,651	33,414	-17,237	-34.03		Budget timing variation - normal operational variance
LIBRARIES								
2962	OFFICE EXPENSES DBK	Exp	28,140	12,897	-15,243	-54.17		Budget timing variation - normal operational variance
Other Culture								
5272	PROMOTION OF COMMUNITY EVENTS	Exp	30,723	14,747	-15,976	-52.00		Budget timing variation
CAPITAL EXPENDITURE								
1094	DONNYBROOK HERITAGE PRECINCT	Exp	450,000	396,206	-53,794	-11.95		Budget timing variation - dependant on timing of works
RECREATION AND CULTURE								
CAPITAL INCOME								
7105	GRANTS (CAPITAL) - ASSETS	Inc	-20,000	-31,179	-11,179	55.89		Budget timing variation - Grant funding for VC Mitchell park precinct dependant on timing of project milestones
3165	GRANTS (CAPITAL) - ASSETS	Inc	-450,000	-396,206	53,794	-11.95		Budget timing variation - Grant funding for Heritage Precinct dependant on timing of project milestones
TRANSPORT								
CAPITAL EXPENDITURE								
3210	ROADWORKS GENERAL	Exp	225,827	77,933	-147,894	-65.49		Budget timing variation - variance reflects timing of road program
3240	FOOTPATHS	Exp	119,581	141,087	21,506	17.98		Budget timing variation - works progressed earlier than budget estimate
3260	REGIONAL ROAD GROUP	Exp	627,186	475,977	-151,209	-24.11		Budget timing variation - variance reflects timing of road program
3300	ROADS TO RECOVERY FEDERAL FUNDING PROGRAM	Exp	247,849	64,172	-183,677	-74.11		Budget timing variation - variance reflects timing of road program
3330	BLACKSPOT FUNDED ROAD WORKS	Exp	396,648	93,867	-302,781	-76.33		Budget timing variation - variance reflects timing of road program
3554	PURCHASE PLANT & EQUIPMNT	Exp	93,097	65,041	-28,056	-30.14		Budget timing variation - variance reflects timing of plant replacement program

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 31/01/2021	Actual to 31/01/2021	Variance Amount	Variance %	Permanent Variation	Comment
TRANSPORT								
CAPITAL INCOME								
0325	GRANTS - BLACK SPOTS	Inc	-226,666	-190,488	36,178	-15.96		Budget timing variation - variance reflects timing of road program
3331	GRANTS - ROADS TO RECOVERY	Inc	-142,000	-20,024	121,976	-85.90		Budget timing variation - variance reflects timing of road program
3341	GRANTS - PATHWAYS PROGRAM	Inc	-59,787	-70,543	-10,756	17.99		Budget timing variation - variance reflects timing of works program
3575	SALE OF PLANT & EQUIPMENT	Inc	-43,253	-8,000	35,253	-81.50		Budget timing variation - variance reflects timing of plant replacement program
OPERATING EXPENDITURE								
3370	STREET TREES & PRUNING	Exp	37,086	17,745	-19,341	-52.15		Budget timing variation
341M	GENERAL ROAD MAINTENANCE	Exp	581,238	659,027	77,789	13.38		Budget timing variation - variance reflects timing of road program
3420	LIGHTING OF STREETS	Exp	47,831	63,445	15,614	32.64		Budget timing variation
3450	BRIDGE MAINTENANCE	Exp	135,296	80,872	-54,424	-40.23		Budget timing variation
3550	ROAD ASSET MANAGEMENT	Exp	32,081	7,034	-25,047	-78.07		Budget timing variation
ECONOMIC SERVICES								
OPERATING EXPENDITURE								
3842	NOXIOUS WEEDS/PEST PLANTS	Exp	202,566	14,232	-188,334	-92.97		Budget timing variation - dependant on timing of weed program
OPERATING INCOME								
4153	FEES & CHARGES - BUILDING LICENSES	Inc	-23,331	-39,998	-16,667	71.44	x	Potential permanent variation - income from building licenses will exceed budget
CAPITAL EXPENDITURE								
8234	INFRASTRUCTURE OTHER	Exp	60,000	780	-59,220	-98.70		Budget timing variation - Commercial standpipes - minimal expenditure to date
CAPITAL INCOME								
0975	GRANTS (CAPITAL) - ASSETS	Inc	-60,000	-780	59,220	-98.70		Budget timing variation - grant funding dependant on timing of capital expenditure
0275	PROCEEDS SALE OF LAND	Inc	0	-81,818	-81,818		x	Permanent variance - Sale of Lot 101 Marmion Street - Proceeds from sale of land to be transferred to POS Trust account
PUBLIC WORKS OVERHEADS								
Various A/cs	EXPENDITURE - PUBLIC WORKS OVERHEADS	Exp	895,890	824,683	-71,207	-7.95		
Various A/cs	INCOME - PUBLIC WORKS OVERHEADS	Inc	-51,324	-82,968	-31,644	61.66		
	TOTAL PUBLIC WORKS OVERHEADS		21,849	30,193	8,344	38.19		Public Works Overheads are currently \$30,193 under allocation. Rates have been reviewed and increased for the remainder of the year.
PLANT OPERATION COSTS								
Various A/cs	EXPENDITURE - PLANT OPERATION COSTS	Exp	533,832	492,451	-41,381	-7.75		
Various A/cs	INCOME - PLANT OPERATION COSTS	Inc	-17,612	-16,892	720	-4.09		
	TOTAL PLANT OPERATION COSTS		40,850	53,012	12,162	29.77		Plant Operation Costs are currently \$53,012 under allocated. Allocation rates are currently under review.
PROJECT OPERATION COSTS								
Various A/cs	EXPENDITURE - PROJECT OPERATION COSTS	Exp	176,395	256,924	80,529	45.65		
4197	LESS ALLOCATED TO PROJECTS	Exp	-172,669	-256,924	-84,255	48.80		
	TOTAL PROJECT OPERATION COSTS		3,726	0	-3,726	-100.00		Project Operation Costs are fully allocated across projects
TOTAL GROSS SALARY & WAGES								
4570	TOTAL SALARIES AND WAGES	Exp	4,167,303	4,153,926	-13,377	-0.32		Wages and Salaries approx \$13k under YTD Budget - Potential permanent variance (Includes workers compensation payments of approx. \$69k, Aged Care Retention Bonus \$40k and accrued salaries & wages \$55k)
Note 1	Budget and Actual Income shown as negative figures. Budget and Actual Expenditure shown as positive figures. Therefore a negative variance indicates either more income or less expenditure than budget YTD estimate (positive effect on budget) Therefore a positive variance indicates either less income or more expenditure than budget YTD estimate (negative effect on budget)							
Note 2	Salaries and Wages variances are shown in total only in Schedule 14 (Public Works Overheads) Variances relating to internal costings and allocations are not reported. Variances relating to amounts transferred to/from Reserve have not been reported.							

Shire of Donnybrook / Balingup
Summary of Financial Activity - Cash
For the Period ended
31st January 2021

	Sch No	2020/21 Adopted Budget		2020/21 Actual	
		Income	Expenditure	Income	Expenditure
OPERATING SECTION					
General Purpose Funding	3	6,238,176	202,110	5,698,639	101,201
Governance	4	88,398	1,052,199	51,583	656,570
Law, Order & Public Safety	5	581,860	1,373,069	342,610	715,001
Health	7	173,013	263,707	103,304	150,226
Welfare Services	8	4,111,587	5,024,914	2,553,500	3,123,824
Community Amenities	10	1,134,936	1,709,555	1,178,678	888,720
Recreation & Culture	11	346,249	3,578,827	107,442	2,146,365
Transport	12	224,923	4,818,754	163,811	2,874,430
Economic Services	13	480,781	847,267	146,711	354,143
Other Property & Services	14	118,200	118,200	99,861	183,139
		13,498,123	18,988,601	10,446,140	11,193,620
CAPITAL SECTION					
Governance	4	170,295	186,507	0	105,256
Law, Order & Public Safety	5	66,241	83,910	9,990	22,774
Health	7	0	11,693	0	5,762
Welfare Services	8	548,822	578,425	0	338,474
Community Amenities	10	332,795	341,220	44,022	32,995
Recreation & Culture	11	4,214,145	4,283,128	431,926	487,995
Transport	12	4,880,807	5,543,734	798,040	918,077
Economic Services	13	154,000	167,370	82,598	14,150
Transfers To Reserves	15	0	212,000	0	7,002
		10,367,105	11,407,987	1,366,576	1,932,484
Total Income & Expenditure		23,865,228	30,396,588	11,812,716	13,126,104
Less Depreciation W/Back			(5,494,234)		(3,354,006)
Adjust Profit/Loss Adjustment					48,901
Net		23,865,228	24,902,354	11,812,716	9,820,999
Add Surplus July 1 B/Fwd		1,037,126		1,018,549	
Adjust Current Asset Land Held for Resale					45,468
Adjust Employee Entitlements					6,193
Adjust to NCL (Leave Provisions)				32,709	
Rounding Adjustment					0
Surplus/Deficit C/Fwd			0		2,991,314
		24,902,354	24,902,354	12,863,975	12,863,975

** Decrease in 2020/21 actual opening surplus of \$18,576.57 - please see page 26 for detailed breakdown.

**Shire of Donnybrook / Balingup
Summary of Financial Activity - Cash
For the Period ended
31st January 2021**

Surplus/Deficit Summary C/Forward Represented by;

(A) Cash at Bank and on Hand	9,638,187	
Cash at Bank - Reserves	6,658,266	
Cash at Bank - Trust	265,738	
Sundry Debtors Rates	1,516,640	
Receivables/Debtors	148,654	
Contract Assets	13,383	
Accrued Income	0	
GST Asset Clearing A/C	95,194	
ESL Asset Clearing A/C	255,965	
Stock on Hand	<u>120,440</u>	18,712,468
(B) Provision for LSL Current	(434,367)	
Provision for A/L Current	(527,157)	
Add Cash Back Reserve	192,881	
Contract Liability	(3,086,146)	
GST Liability Clearing A/C	(10,901)	
ESL Liability Clearing A/C	(297,808)	
PAYG Clearing A/C	(107,854)	
Prepaid Rates	(79,686)	
Reserve Funds	(6,658,266)	
Restricted Liability (Bonds)	(4,181,188)	
Trust Funds	(265,738)	
Sundry Creditors	<u>(264,923)</u>	(15,721,154)
Net Current Assets		<u><u>2,991,314</u></u>

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st January 2021

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this financial report are:

(a) Basis of Accounting

The financial report has been prepared in accordance with applicable Australian Accounting Standards, (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. The report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this budget.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements.

(c) Rounding Off Figures

All figures shown in this report are rounded to the nearest dollar.

(f) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(g) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST.

(h) Superannuation

The Shire of Donnybrook / Balingup contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

(i) Fixed Assets

Property, plant and equipment and infrastructure assets are brought to account at cost or fair value less, where applicable, any accumulated depreciation, amortisation or impairment losses.

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

(j) Investments

All investments are valued at cost and interest on those investments is recognised when accrued.

(k) Impairment

In accordance with Australian Accounting Standards the Shire's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication that they may be impaired.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating units exceeds its recoverable amount. Impairment losses are recognised in the income statement.

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st January 2021

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets. Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Asset Class	Useful Life
Buildings	20 to 100 years
Office Furniture and Equipment	5 to 15 years
Computer Equipment	4 to 15 years
Plant and Equipment	5 to 15 years
Infrastructure:	
Bridges	27 to 77 years
Road clearing and earthworks	not depreciated
Road Pavement	40 to 45 years
Road Seal	15 years
Carparks	40 years
Cycleways	40 years
Footpaths - Concrete	25 to 71 years
Footpaths - Slab	25 to 71 years
Storm Water Drainage	83 years
Other	4 to 80 years

(m) Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

(n) Employee Entitlements

The provisions for employee entitlements relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries and Annual Leave (Short-term benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the municipality has a present obligation to pay resulting from employees' services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates.

(ii) Annual Leave and Long Service Leave (Long-term benefits)

The provision for employees' benefits for annual leave and long service leave expected to be settled more than 12 months from the reporting date represents the present value of the estimated future cash outflows to be made by the employer resulting from the employees' service to balance date.

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st January 2021

2. COMPONENT FUNCTIONS/ACTIVITIES

The activities relating to the Local Government's components are as follows:

(b) Statement of Objective

In order to discharge its responsibilities to the community, the Shire has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Council operations as disclosed in this budget encompass the following service orientated activities/programs:

03 GENERAL PURPOSE FUNDING

Objective: To collect revenue to allow for the provision of services.

Activities: General rate revenue, general purpose grants and interest revenue.

04 GOVERNANCE

Objective: To provide a decision making process for the efficient allocation of scarce resources.

Activities: Administration and operation of facilities and services to members of Council; Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.

05 LAW, ORDER, PUBLIC SAFETY

Objective: To provide services to help insure a safer community.

Activities: Supervision of various local laws, fire prevention, animal control and State Emergency Service.

07 HEALTH

Objective: To provide an operational framework for good community health.

Activities: Health Inspection and administration, preventative services and medical centre buildings.

08 EDUCATION AND WELFARE

Objective: To meet the needs of the community in these areas.

Activities: Operation of Frail Aged Hostel, Well Aged Housing, Community Development Child Care Centre & Youth Welfare

09 HOUSING

Objective: To help ensure adequate housing.

Activities: Maintenance of rental housing facilities. Council does not currently provide services in this area.

10 COMMUNITY AMENITIES

Objective: Provide services required by the community.

Activities: Refuse and recycling collection services, operation of refuse disposal sites, town planning & regional development, cemeteries, public conveniences and protection of the environment

11 RECREATION AND CULTURE

Objective: To establish and manage efficiently infrastructure and resources which will help the social well being of the community.

Activities: Maintenance of public Halls, parks and reserves, sporting facilities, libraries and museum.

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st January 2021

2. COMPONENT FUNCTIONS/ACTIVITIES

12 TRANSPORT

Objective: To provide effective and efficient transport services to the community.
 Activities: Construction and maintenance of roads, drainage works, footpaths, parking facilities, traffic signs, street cleaning, street trees, private works and traffic management.

13 ECONOMIC SERVICES

Objective: To help promote the Shire and improve its economic well being.
 Activities: Promotion of Tourism, Maintenance of Caravan Park, building control, noxious weed control, receipt of royalties.

14 OTHER PROPERTY & SERVICES

Activities: Plant repairs, public works overheads and other operational costs.

3. CASH AND INVESTMENTS

Actual cash balances versus end-of-year projected results are detailed below:

	Budget 30/06/2021	B/Forward 01/07/2020	YTD Actual 31/01/2021
Restricted (See below)	5,704,551	6,624,763	6,658,266
Restrictive Liability (Bonds)	5,424,593	5,739,577	4,152,793
Restricted Funds - Trust Deposit	0	189,561	265,738
Unrestricted			
Municipal Fund	6,184,292	3,241,806	1,194,045
Municipal Investment Account	0	1,014,496	4,289,189
Petty Cash on Hand	2,160	2,160	2,160
Total Cash Balance	17,315,596	16,812,362	16,562,191

The following reserve funds have restrictions imposed by Council under Regulations or by external requirements:

Waste Management Reserve	1,410,974	1,535,974	1,535,974
Bushfire Control & Management Reserve	2,282	2,282	2,282
Aged Housing Reserve	1,144,953	1,187,133	1,190,824
Employee Entitlements Reserve	185,381	192,881	193,291
Arbuthnott Memorial Scholarship Reserve	3,285	3,585	3,585
Strategic Planning Studies Reserve	40,051	40,051	40,051
Land Development Reserve	450,271	450,271	350,271
Vehicle and Plant Reserve	376,690	402,000	402,000
Roadworks Reserve	435,434	435,434	435,434
Parks and Reserves Reserve	153,744	153,744	153,744
Revaluation Reserve	10,700	10,700	10,700
CBD Development Reserve	3,054	3,054	3,054
Buildings Reserve	247,216	758,523	958,044
Apple Funpark Reserve	99,521	99,521	0
Information Technology Reserve	99,523	107,523	107,523
Carried Forward Projects Reserve	938,940	1,139,556	1,166,057
Covid 19 Reserve	102,532	102,532	102,532
Municipal Interest - Reserves	0	0	2,901
	5,704,551	6,624,763	6,658,266

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st January 2021

4. NET CURRENT ASSETS

Composition of Net Current Asset Position

	Budget 30/06/2021 \$	B/Forward 01/07/2020 \$	YTD Actual 31/01/2021 \$
CURRENT ASSETS			
Cash at Bank and on Hand	761,859	4,258,461	5,457,000
Restricted Assets - Reserves	5,704,551	6,624,763	6,658,266
Restricted Assets - Bond Deposits	5,424,593	5,739,577	4,181,188
Restricted Assets - Trust Funds	0	189,561	265,738
Sundry Debtors Rates	508,475	404,548	1,516,640
Receivables/Debtors	115,938	86,923	148,654
Accrued Income	63,913	51,716	0
GST Asset Clearing A/C	85,772	69,403	95,194
ESL Asset Clearing A/C	28,927	23,407	255,965
Prepayments	35,000	17,028	0
Stock on Hand	10,284	10,284	120,440
Land Held for Resale	97,652	97,652	0
Contract Assets	115,000	413,642	13,383
	12,951,964	17,986,966	18,712,468

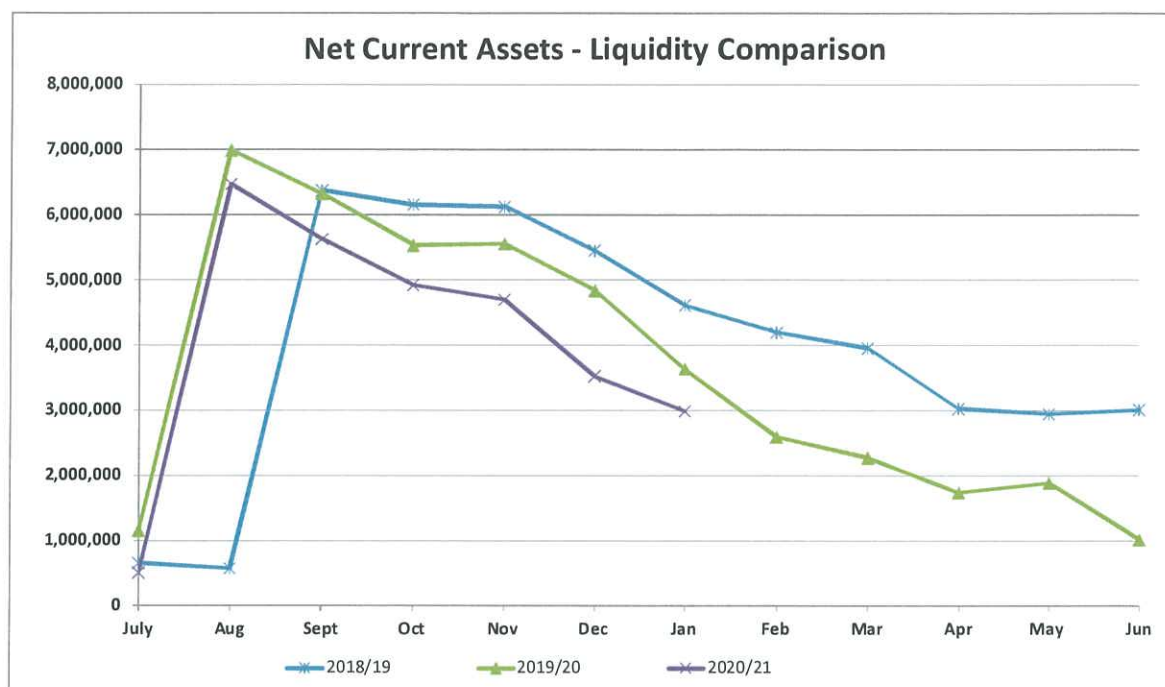
	Budget 30/06/2021 \$	B/Forward 01/07/2020 \$	YTD Actual 31/01/2021 \$
CURRENT LIABILITIES			
Provision for LSL Current	(438,098)	(438,098)	(434,367)
Provision for A/L Current	(699,275)	(513,894)	(527,157)
Add Cash Backed Reserve	185,381	192,881	192,881
Accrued Salaries/Wages	(149,827)	(220,176)	0
Accrued Expenses	(36,113)	(53,069)	0
Prepaid Rates	(95,288)	(140,029)	(79,686)
GST Liability Clearing A/C	(25,351)	(31,957)	(10,901)
Add Back Current Loan Liability	0	0	0
ESL Liability Clearing A/C	0	0	(297,808)
PAYG Clearing A/C	(68,049)	(105,297)	(107,854)
Contract Liability	(189,095)	(2,724,717)	(3,086,146)
Sundry Creditors	(307,105)	(361,584)	(264,923)
Restricted Liability - Bonds	(5,424,593)	(5,739,577)	(4,181,188)
Less Restricted Assets - Trust Funds	0	(189,561)	(265,738)
Less Restricted Assets - Reserves	(5,704,551)	(6,624,763)	(6,658,266)
	(12,951,964)	(16,949,841)	(15,721,154)

NET CURRENT FUNDING POSITION **0** **1,037,126** **2,991,314**

Net Current Assets - Liquidity Comparison			
Month	2018/19	2019/20	2020/21
July	655,255	1,152,916	506,431
August	577,376	6,991,493	6,469,551
September	6,377,761	6,323,548	5,634,551
October	6,155,719	5,540,643	4,931,119
November	6,125,435	5,559,973	4,699,741
December	5,457,420	4,844,897	3,527,899
January	4,619,542	3,636,167	2,991,314
February	4,195,258	2,596,196	
March	3,962,956	2,279,317	
April	3,032,763	1,740,914	
May	2,948,242	1,885,171	
June	3,007,579	1,018,548	

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st January 2021

4. NET CURRENT ASSETS



Current Ratio

This ratio is a modified commercial ratio designed to focus on the liquidity position of local government that has arisen from past year's transactions.

A ratio of less than 1:1 means that a local government does not have sufficient assets that can be quickly converted into cash to meet its immediate cash commitments. This may arise from a budget deficit from the past year, a Council decision to operate an overdraft or a decision to fund leave entitlements from next year's revenues.

$$\text{Current Ratio} = \frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$$

	2018/19	2019/20	2020/21
July	1.37	1.75	1.12
August	1.33	6.15	2.24
September	5.44	5.90	2.10
October	4.64	5.40	1.95
November	5.82	5.02	1.89
December	4.79	4.83	1.65
January	3.84	3.61	1.65
February	3.32	2.21	
March	3.73	2.56	
April	2.65	2.26	
May	3.03	1.53	
June	2.79	1.22	

*** The decrease in the current ratio is due to changes in the Accounting Standards, Grant funding is now recognised in the Balance Sheet as a Contract Liability. As these funds are expended this will transfer from a Contract Liability to Revenue recognition and likely to improve the ratio.*

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st January 2021

5. VARIANCE ANALYSIS

The Local Government (Financial Management) Regulations 1996, require a variance analysis between budget year-to-date and actual results to be conducted monthly and reported to Council.

Council has determined that a materiality threshold of \$10,000 will apply for reporting purposes. That is all variances greater than \$10,000 will be reported to Council.

Any variance less than \$10,000 will not be reported to Council. The variance analysis applies to all income and expenditure items, except non-cash items such as depreciation.

A table showing material variances, as at 31st January 2021 has been prepared for Council information and has been included with this report. The comments provided are applicable as at reporting date.

General

The variance analysis shows a number of variances with the comment of budget timing variation.

The variances are temporary in nature and relate to the timing of income of expenditure when compared to the projected year to date budget results. Essentially this is a variance in projected cashflows when actual results are compared to budget results.

Unless otherwise indicated in the schedule and these notes, other variations are expected to be resolved as the financial year proceeds.

General Purpose Funding

A potential permanent variance is identified for interest on Reserve funds - investment income is based on prevailing interest rates.

Variance of approx \$23k relating to interim and back rates- this increased income is due to development growth. Income from settlement agent account enquiries is currently exceeding the full YTD budget by \$4k.

Governance

All variances identified within this program are expected to resolve as the financial year proceeds and are therefore considered temporary variances only. Currently waiting for final invoice from Auditor General's for EOFY audit fees.

Law, Order and Public Safety

Variances have been identified for bushfire mitigation works and fire control expenditure - these variances are expected to resolve as the financial year proceeds.

Health

There are no variances reportable for the month.

Education and Welfare

Material variances reported within this program relate to the operation of Council's Frail Aged Lodge, Preston Village and Well Aged Units. Budget timing variances have been identified, this income reflects level of care provided.

Minimal expenditure has been incurred to date on capital works at Tuia Lodge and Well Aged Units. The timing of the transfers from reserves are dependant on capital expenditure.

A permanent variance for care income - resident fees has been identified, income relates to respite care and YTD actual is approx \$10k above full year budget amount.

A reduction in rental income for Units 1-4 Minnipup Cottages has been identified, reduction is due to unit vacancies due to renovations.

Community Amenities

Increased income of approx \$20k has been identified for kerbside bin services, this is a permanent variance. Income received for planning applications is higher than budget estimates, this is a potential permanent variance.

Other variances identified within this program are expected to resolve as the financial year proceeds.

Recreation and Culture

All variances identified within this program are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st January 2021

5. VARIANCE ANALYSIS

Transport

Variances identified within this program reflect the timing of the road programs and are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

Economic Services

All variances identified within this program are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

Increased income of approx \$81k has been identified for sale of Lot 101 Mead St - this is a permanent variance.

Income from building licenses will exceed the budget due to increased number of applications being lodged.

Public Works Overheads

All variances reported within public works overheads which are expected to resolve as the year proceeds

Total public works overheads are currently \$30,193 under allocated, rates have been reviewed and increased for the remainder of the year.

Total plant operation costs are currently \$53,012 under allocated, expect under allocation to be resolved by year end.

Total project operation costs have been fully allocated.

Total gross wages and salaries expenditure is approx. \$13k under the year to date budget.

Potential permanent variance (inc. workers comp payments of approx \$69k, aged care retention bonus \$40k and accrued salaries & wages \$55k).

6. Minor Debts Written Off Under Delegation

Minor debts written off under delegation by CEO for the month as at reporting date.

Rates	\$	19.84
Other	\$	-

Acquisition of assets are capitalised in accordance with Australian Accounting Standard 21.

ASSETS ACQUIRED BY TYPE

	2020/21	
	Adopted Budget \$	Actual \$
Land & Buildings	2,875,764	517,789
Plant & Equipment	371,556	102,409
Furniture & Equipment	38,000	12,921
Infrastructure Assets - Roads	2,567,418	711,949
Infrastructure Assets - Other	5,160,088	196,272
	11,012,826	1,541,339

ASSETS ACQUIRED BY PROGRAM

	2020/21	
	Adopted Budget \$	Actual \$
Governance	163,720	91,971
Law, Order & Public Safety	71,241	12,990
Health	0	0
Education and Welfare	240,822	15,169
Community Amenities	341,220	32,995
Recreation & Culture	4,498,089	469,356
Transport	5,543,734	918,077
Economic Services	154,000	780
	11,012,826	1,541,339

Note: Full details of Assets acquired or constructed are shown in Appendix A of the report.

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st January 2021

7. DISPOSAL OF ASSETS

ASSETS DISPOSED BY TYPE

	2020/21	
	Adopted Budget \$	Actual \$
Proceeds of Sale of Assets		
Land	0	81,818
Plant & Equipment	190,810	50,727
	190,810	132,545
Less Written Down Value at Disposal	168,209	83,644
Profit/(Loss) on Disposal	22,601	48,901

ASSETS DISPOSED BY PROGRAM (Profit / Loss on Disposal)

	2020/21	
	Adopted Budget \$	Actual \$
Governance	(622)	0
Community Amenities	(5,611)	11,639
Transport	21,320	912
Economic Services	7,514	36,350
	22,601	48,901

Note: Full details of Assets sold/disposed are shown in Appendix B of the report.

8. LOAN REDEMPTION (Loan Principal Repayment)

The total loan principal outstanding as at 31st December 2020 is \$426,693.68.

Loan redemption does not include borrowings from Tuia RAD Bonds & Preston Retirement Village liability

9. CHANGES TO NET SURPLUS/DEFICIT CALCULATION FROM BUDGET ADOPTION TO FINAL AUDITED FIGURE

Surplus July 1, Brought Forward as per 20/21 Budget (Estimate)	1,037,126
Additional Transfer to C/Forward Projects Reserve	
Unspent funds - Bridge Maintenance	(23,500)
Local Volunteers 19/20 ARC Initiative	(3,000)
Transfer to POS Trust - Mead Street land	(55,766)
Adjustment to Land Held for Resale - Sale of Mead Street land	(52,184)
Accrued Loan Interest	(2,815)
Accrued Income - Preston Village	4,165
Various minor adjustments	(114)
Stock on Hand - Gravel reduced expenditure	114,637
Surplus July 1, Brought Forward actual balance (Audited)	1,018,549
Difference (reduction in surplus)	(18,577)

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 31st January 2021

APPENDIX A Details of Capital Works Program - 2020/21

Ledger Account	Proposed Works	2020/21 Adopted Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
GOVERNANCE									
Other Governance									
105640	Admin Centre - Refurbishment	94,500	91,971		91,971				
105540	Replace Vehicle - Projects Officer	31,220	0			0			
105840	Audio Visual System (meeting streaming)	8,000	0				0		
105840	Upgrade of Shire Office Telephone System	30,000	0		0				
		163,720	91,971	0	(91,971)	0	0	0	0
LAW, ORDER AND PUBLIC SAFETY									
Fire Control									
103540	Light Tanker - Lowden BFB	0	0			0			
103840	Beelerup Fire Station	12,117	12,990		12,990				
103840	Ferndale BFB	47,922	0		0				
103840	Kirup/Brazier BFB - Ablutions, Meeting Room & I	0	0		0				
Animal Control									
107940	Dog Pound Seal Flood	6,000	0		0				
Law, Order and Public Safety									
170040	SES Depot Donnybrook	5,202	0		0				0
		71,241	12,990	0	12,990	0	0	0	0
HEALTH									
Health Inspection and Administration									
114640	Purchase Furniture	0	0				0		
		0	0	0	0	0	0	0	0
EDUCATION AND WELFARE									
Tuia Lodge									
173840	Tuia Lodge - Install Gutter Guards to complex	15,606	0		0				
173840	Tuia Lodge - Dementia Ward	0	(8,702)		(8,702)				
173840	Tuia Lodge - Fire Suppression System	0	8,925		8,925				
173840	Tuia Lodge - Marri Wing Refurbishment	61,200	2,025		2,025				
173840	Tuia Lodge - Nurses Station / Admin - Refurb Ca	19,380	0		0				
116840	Tuia Lodge - Furniture & Equipment	0	12,921				12,921		
		96,186	15,169	0	(2,249)	0	12,921	0	0
Other Welfare									
180940	Minninup Cottages - Units 5 - Interior Refurbishn	46,818	0		0				
180940	Minninup Cottages - Units 8 - Interior Refurbishn	46,818	0		0				
180940	Minninup Cottages - Units 9 - Replace Kitchen	20,400	0		0				
180940	Langley Villas - Unit 6 - Refurb Bathroom / Launc	25,500	0		0				
180940	Langley Villas - Unit 6 - Replace Floor Covering	5,100	0		0				
		144,636	0	0	0	0	0	0	0

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 31st January 2021

APPENDIX A **Details of Capital Works Program - 2020/21**

Ledger Account	Proposed Works	2020/21 Adopted Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
COMMUNITY AMENITIES									
Sanitation									
160140	Donnybrook Refuse Site - Closure Study	25,000	0						0
160140	Donnybrook Refuse Site - Rehab / Capping	100,000	0						0
		125,000	0	0	0	0	0	0	0
Town Planning									
122740	Replace Vehicle - Town Planner	31,220	31,700			31,700			
		31,220	31,700	0	0	31,700	0	0	0
Other Community Amenities									
109650	Public Toilets - Main Street, Donnybrook	110,000	0		0				
109650	Public Toilets - Kirup	20,000	0		0				
109650	Public Toilets - Balingup	40,000	1,295		1,295				
109640	Donnybrook Cemetery Upgrades	15,000	0						0
		185,000	1,295	0	1,295	0	0	0	0
RECREATION AND CULTURE									
Public Halls									
110640	Public Hall - Donnybrook	0	0		0				
		0	0.00	0	0	0	0	0	0
Other Recreation and Sport									
107140	Balingup - Install new Drinking Fountain	10,000	0						0
109840	Donnybrook - Install new Drinking Fountain	10,000	0						0
189340	Donnybrook Weir Upgrade	135,000	0						0
189240	Kirup Mill Park - Install new Drinking Fountain	10,000	0						0
189240	Kirup Mill Park - Upgrade	50,000	0						0
189140	Golden Valley Tree Park - Pathway Upgrade	80,000	0						0
112140	Balingup Oval - New Bore	150,000	20,192						20,192
126820	Playground Equipment	15,000	96						96
106940	Apple Funpark - Renewal of Equipment	7,500	0						0
101940	Apple Funpark Project	1,420,000	8,582						8,582
111840	Dbk Arboretum - Safety Fencing and Furn	22,588	0						0
111840	Street Lighting - Replacement Energy Efficiency	8,000	5,200						5,200
111840	VC Mitchell Park - New Bore	250,000	68						68
111840	Ayers Garden - New Shade / Seating	15,000	9,280						9,280
111840	Ayers Garden - Upgrade Shade / Seating	10,000	0						0
189440	VC Mitchell Park - Redevelopment	0	10,987						10,987
		2,193,088	54,405.16	0	0	0	0	0	54,405

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 31st January 2021

APPENDIX A **Details of Capital Works Program - 2020/21**

Ledger Account	Proposed Works	2020/21 Adopted Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
Donnybrook Recreation Centre									
189040	Equipment - Floor Scrubber	5,800	5,668			5,668			
172940	Refurbish Disabled Toilets	8,323	1,680		1,680				
172940	Pool Relined	81,600	3,915		3,915				
172940	Pool - New Nonslip Floor Product	15,606	0		0				
172940	Pool Plant - Renew Water Treatment Plant Conti	17,167	7,483		7,483				
172940	Pool Plant - Renew Sand Filter	20,834	0		0				
		149,330	18,745.25	0	13,078	5,668	0	0	0
Other Culture									
110940	Donnybrook Town Centre Revitalisation	2,155,671	396,206		396,206				
		2,155,671	396,205.91	0	396,206	0	0	0	0
TRANSPORT									
Construction, Streets, Roads Bridges, Depots									
132000	Bridgeworks (Special Grants)	2,502,000	0						0
132100	Roadworks Construction - General	387,230	77,933					77,933	
132600	Regional Road Group Projects	1,075,188	475,977					475,977	
133000	Roads to Recovery Program	425,000	64,172					64,172	
133300	Blackspot Projects	680,000	93,867					93,867	
132400	Footpath Construction Program	205,000	141,087						141,087
		5,274,418	853,036	0	0	0	0	711,949	141,087
Road Plant Purchases									
135540	Replace Tip Truck - DB4550	98,607	0				0		
135540	Replace Ute - DB112 (W&S)	41,519	0				0		
135540	Replace Ute - DB117 (P&G)	25,949	0				0		
135540	Replace Ride on Mower - DB606	50,625	37,717			37,717.00			
135540	Replace Ride on Mower - DB898	26,987	27,324			27,324			
135540	Replace Ute - DB102 - Balingup	25,629	0				0		
		269,316	65,041	0	0	65,041	0	0	0
ECONOMIC SERVICES									
Rural Services									
182340	Donnybrook Commercial Standpipe	60,000	780						780
182340	Balingup Commercial Standpipe	60,000	0						0
		120,000	780	0	0	0	0	0	780
Building Control									
141940	Replace Bldg Surveyor Ute - DB631	34,000	0				0		
		34,000	0	0	0	0	0	0	0
TOTAL CAPITAL EXPENDITURE		11,012,826	1,541,339	0	517,789	102,409	12,921	711,949	196,272

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 31st January 2021

Appendix B Asset Disposal Schedule - 2020/21

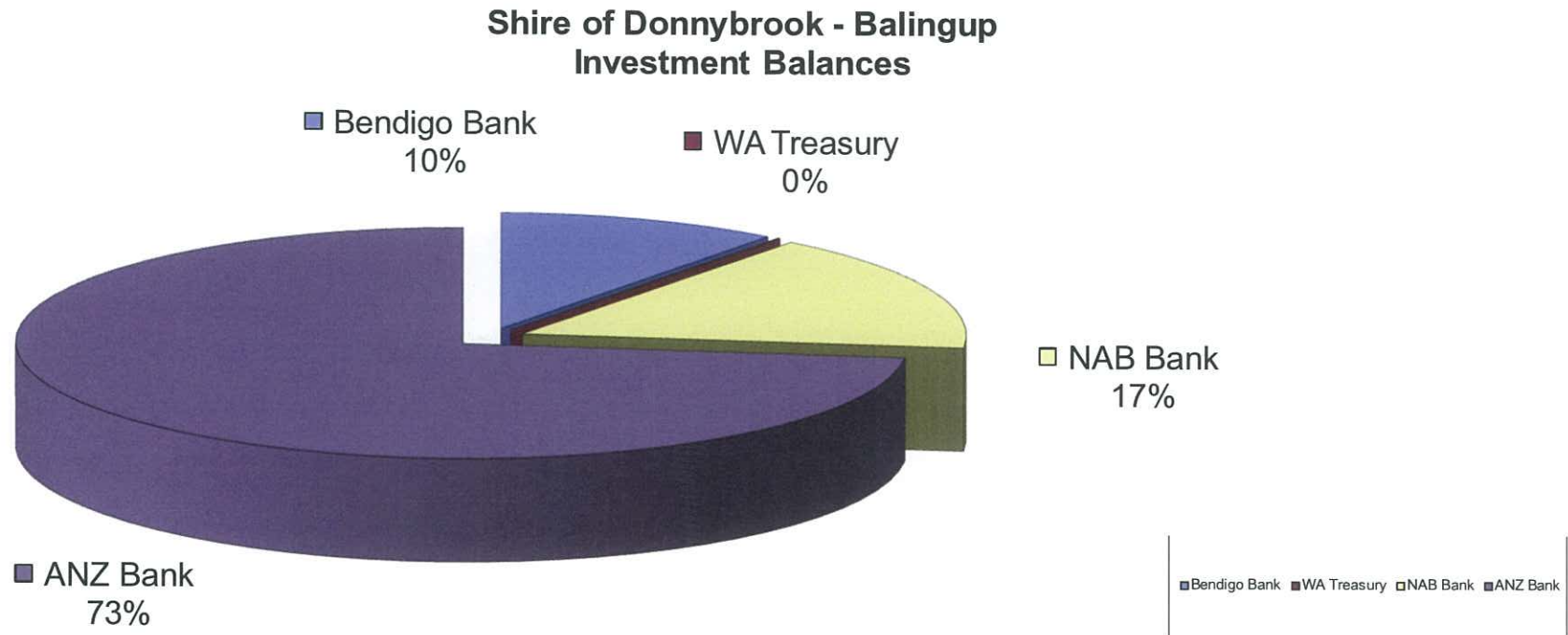
Asset No.	Asset Details	Asset Classification	Budget Proceeds Sale of Asset	Budget Written Down Value	Budget Profit/Loss	Actual Proceeds Sale of Asset	Actual Written Down Value	Actual Profit / Loss
GOVERNANCE								
General Administration								
61301	Izuzu MUX - DB15	Plant & Equipment	37,173	37,795	(622)	0	0	0
			<u>37,173</u>	<u>37,795</u>	<u>(622)</u>	<u>0</u>	<u>0</u>	<u>0</u>
COMMUNITY AMENITIES								
Town Planning & Regional Development								
61298	Toyota Fortuner - DB463	Plant & Equipment	32,184	37,795	(5,611)	42,727	31,088	11,639
			<u>32,184</u>	<u>37,795</u>	<u>(5,611)</u>	<u>42,727</u>	<u>31,088</u>	<u>11,639</u>
TRANSPORT								
Road Plant Purchases								
61211	Tip Truck - DB4550	Plant and Equipment	33,741	19,721	14,020	0	0	0
61274	Mitsubishi Dual Cab Ute - DB112	Plant and Equipment	18,000	20,760	(2,760)	0	0	0
61263	Mitsubishi Triton Ute - DB117	Plant and Equipment	12,795	13,493	(698)	0	0	0
61292	Kubota Tractor Mower - DB606	Plant and Equipment	15,776	10,379	5,397	0	0	0
61270	Kubota Tractor Mower - DB898	Plant and Equipment	7,088	7,266	(178)	8,000	7,088	912
61236	Ford Ranger Ute - DB102	Plant and Equipment	14,539	9,000	5,539	0	0	0
			<u>101,939</u>	<u>80,619</u>	<u>21,320</u>	<u>8,000</u>	<u>7,088</u>	<u>912</u>
ECONOMIC SERVICES								
Building Control								
61252	Mitsubishi Triton Ute - DB631	Plant and Equipment	19,514	12,000	7,514	0	0	0
			<u>19,514</u>	<u>12,000</u>	<u>7,514</u>	<u>0</u>	<u>0</u>	<u>0</u>
Other Economic Services								
10140	Sale Lot 3 Mead Street	Land	0	0	0	81,818	45,468	36,350
			<u>0</u>	<u>0</u>	<u>0</u>	<u>81,818</u>	<u>45,468</u>	<u>36,350</u>
			<u>190,810</u>	<u>168,209</u>	<u>22,601</u>	<u>132,545</u>	<u>83,644</u>	<u>48,901</u>

Shire of Donnybrook-Balingup
Schedule of Investments Held
For the period ended 31st January 2021

FUND	WHERE HELD	%RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
MUNICIPAL FUND							
Municipal Fund	Bendigo - 120942362	Variable	At Call	\$1,455,664.12	\$2,224,295.98	-\$2,487,840.91	\$1,192,119.19
	ANZ Bank 9116-13334	0.45%	3-Feb-2021	\$1,002,019.97	\$0.00	\$0.00	\$1,002,019.97
	ANZ Bank 9129-57331	0.29%	4-Apr-2021	\$1,000,000.00	\$1,931.50	\$0.00	\$1,001,931.50
	ANZ Bank 9794-44645	0.54%	20-Jan-2021	\$1,000,000.00	\$1,361.09	-\$1,001,361.09	\$0.00
	ANZ Bank 9794-44637	0.36%	2-Mar-2021	\$1,000,584.93	\$0.00	\$0.00	\$1,000,584.93
	ANZ Bank 9156-04304	0.22%	28-Feb-2021	\$1,000,701.91	\$0.00	\$0.00	\$1,000,701.91
	ANZ A/c: 9116-13342	0.36%	3-Mar-2021	\$269,443.20	\$0.00	\$0.00	\$269,443.20
	WA Treasury - General	0.20%	At Call	\$14,507.18	\$0.00	\$0.00	\$14,507.18
				\$6,742,921.31	\$2,227,588.57	-\$3,489,202.00	\$5,481,307.88
TRUST FUND							
General Trust Fund	Bendigo - 120942578	Variable	At Call	\$51,464.70	\$75,914.98	\$0.00	\$127,379.68
Licensing Trust Fund	Bendigo - 120942446	Variable	At Call	\$0.00	\$0.00	\$0.00	\$0.00
				\$51,464.70	\$75,914.98	\$0.00	\$127,379.68
Roadworks Bonds	Bendigo - 3505033	0.35%	1-Feb-2021	\$87,788.81	\$0.00	\$0.00	\$87,788.81
Tuia Lodge Accommodation Bonds	ANZ A/c: 9116-47489	0.29%	18-Mar-2021	\$2,057,666.18	\$0.00	\$0.00	\$2,057,666.18
Tuia Lodge Accommodation Bonds	ANZ A/c: 9116-13289	0.45%	3-Feb-2020	\$1,882,175.96	\$0.00	\$0.00	\$1,882,175.96
Extractive Industry Licence	Bendigo - 3505033	0.35%	1-Feb-2021	\$114,611.07	\$0.00	\$0.00	\$114,611.07
Miscellaneous Investments	Bendigo - 3505033	0.35%	1-Feb-2021	\$10,551.46	\$0.00	\$0.00	\$10,551.46
Public Open Space Contributions	Bendigo - 3505033	0.35%	1-Feb-2021	\$138,965.91	\$0.00	\$0.00	\$138,965.91
				\$4,291,759.39	\$0.00	\$0.00	\$4,291,759.39
FUND	WHERE HELD	%RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
LONG TERM INVESTMENT							
Bendigo Bank Shares	Bendigo Bank	-	At Call	\$25,000.00	\$0.00	\$0.00	\$25,000.00
				\$25,000.00	\$0.00	\$0.00	\$25,000.00
INVESTMENT FUND							
Aged Housing Reserve	ANZ A/c: 9202-29916	0.45%	3-Feb-2021	\$266,709.46	\$0.00	\$0.00	\$266,709.46
Aged Housing Reserve	ANZ A/c: 9202-29924	0.29%	5-Apr-2021	\$909,887.63	\$1,307.24	\$0.00	\$911,194.87
Waste Management Reserve	ANZ A/c: 9732-82198	0.29%	31-Mar-2021	\$1,535,973.72	\$0.00	\$0.00	\$1,535,973.72
Interest Reserve	ANZ A/c: 9732-82198	0.29%	31-Mar-2021	\$2,900.99	\$0.00	\$0.00	\$2,900.99
Buildings	ANZ A/c: 9732-82235	0.45%	3-Feb-2021	\$758,523.14	\$0.00	\$0.00	\$758,523.14
Land	ANZ A/c: 9732-82235	0.45%	3-Feb-2021	\$450,270.71	\$0.00	\$0.00	\$450,270.71
Valuation Reserve	NAB A/c: 86-137-3001	0.50%	8-Feb-2020	\$10,700.10	\$0.00	\$0.00	\$10,700.10
Employee Leave & Gratuity Reserve	NAB A/c: 86-137-3001	0.50%	8-Feb-2020	\$192,926.30	\$0.00	\$0.00	\$192,926.30
Roadworks Reserve Account	NAB A/c: 86-143-2438	0.50%	8-Feb-2020	\$435,434.43	\$0.00	\$0.00	\$435,434.43
Parks Reserve Account	NAB A/c: 86-143-2438	0.50%	8-Feb-2020	\$153,743.91	\$0.00	\$0.00	\$153,743.91
CBD Development Reserve	NAB A/c: 86-143-2438	0.50%	8-Feb-2020	\$3,053.54	\$0.00	\$0.00	\$3,053.54
Bushfire Control & Management Reserve	NAB A/c: 86-142-2539	0.50%	8-Feb-2020	\$2,281.91	\$0.00	\$0.00	\$2,281.91
Arbuthnott Reserve	NAB A/c: 86-142-2539	0.50%	8-Feb-2020	\$3,584.65	\$0.00	\$0.00	\$3,584.65
Information Technology Reserve	NAB A/c: 86-142-2539	0.50%	8-Feb-2020	\$107,523.19	\$0.00	\$0.00	\$107,523.19
Langley Villas & Minn Colts Contingency Account	NAB A/c: 86-142-2539	0.50%	8-Feb-2020	\$12,919.22	\$0.00	\$0.00	\$12,919.22
Town Planning Reserve	NAB A/c: 86-142-2539	0.50%	8-Feb-2020	\$40,051.22	\$0.00	\$0.00	\$40,051.22
Plant Replacement Reserve	NAB A/c: 86-142-2539	0.50%	8-Feb-2020	\$401,999.77	\$0.00	\$0.00	\$401,999.77
Apple Fun Park Reserve	NAB A/c: 86-142-2539	0.50%	8-Feb-2020	\$99,521.26	\$0.00	\$0.00	\$99,521.26
Carried Forward Projects Reserve	NAB A/c: 86-137-3001	0.50%	8-Feb-2020	\$1,166,056.73	\$0.00	\$0.00	\$1,166,056.73
Covid 19 Reserve	NAB A/c: 86-137-3001	0.50%	8-Feb-2020	\$102,532.15	\$0.00	\$0.00	\$102,532.15
				\$6,681,594.03	\$1,307.24	\$0.00	\$6,682,901.27
TOTAL CASH & INVESTMENTS				\$17,767,739.43	\$2,304,810.79	-\$3,489,202.00	\$16,583,348.22

Investments Balances

	Amount	% Exposure	Maximum Exposure Permitted	S&P Rating Short Term
Bendigo Bank	\$1,696,416.12	10.23%	75%	A -2
WA Treasury	\$14,507.18	0.09%	100%	AAA
NAB Bank	\$2,732,328.38	16.48%	100%	A -1+
ANZ Bank	\$12,140,096.54	73.21%	100%	A -1+
	\$16,583,348.22	100.00%		



**Shire of Donnybrook-Balingup
Summary of Bank Reconciliation
For the period ended 31st January 2021**

MUNICIPAL FUND

Balance as per Bank Statements	1,192,119
Investments - Muni Funds	4,289,189
Investments - Trust Bonds	4,152,793
Deposits not yet Credited	2,710
Less Outstanding Cheques	(784)
Receipts not yet processed	0
Outstanding Transfers from Reserve	0
Outstanding Transfers to Reserves	0
Outstanding Transfers to Trust	0
Outstanding Transfers from Trust	0
Cheques not Yet Processed	0
Credit Card Payments	0
Bank Adjustment	0
<i>Balance as per Cash At Bank Account</i>	<u>9,636,027</u>

PETTY CASH

Shire Petty Cash on Hand	300
Shire Till Float on Hand	300
Tuia Lodge Petty Cash on Hand	200
Tuia Lodge Resident Kitty Float	1,000
Rec Centre Till Float on Hand	200
Dbk Community Library	100
Balingup Library	60
<i>Balance as per Petty Cash Account</i>	<u>2,160</u>

TRUST FUNDS

Balance as per Bank Statements	127,380
Investments	138,966
Plus Deposits not yet Credited	0
Less Outstanding Cheques	(608)
Less DOT EFT payment	0
Bank Adjustment	0
Outstanding Transfers	0
<i>Balance as per Cash At Bank Account</i>	<u>265,738</u>

RESERVE FUND

Investments	6,657,901
<i>Balance as per Cash At Bank Account</i>	<u>6,657,901</u>

LONG TERM INVESTMENT

Bendigo Shares	25,000
<i>Balance as per Cash At Bank Account</i>	<u>25,000</u>

TOTAL BALANCE CASH AT BANK	<u>16,586,826</u>
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SHIRE OF DONNYBROOK-BALINGUP
Rates Collection Statistics as at 31st January 2021

	Rates % June 20'	Movement in Jan '21	Rates % Jan '21
Arrears Brought Forward	329,193	10,824	340,017
Prepayment of Rates	(68,701)	(10,985)	(79,686)
Billing To Date	5,161,962	3,938	5,165,900
	5,422,453	3,778	5,426,231
Less Received To Date	1,675,415	2,197,019	3,872,434
Balance Owed	3,747,039	(2,193,242)	1,553,797
Percentage Collection (Including Arrears B/Fwd)	30.51%	40.85%	71.37%
Percentage Collection (On 20/21)	32.46%	42.50%	74.96%

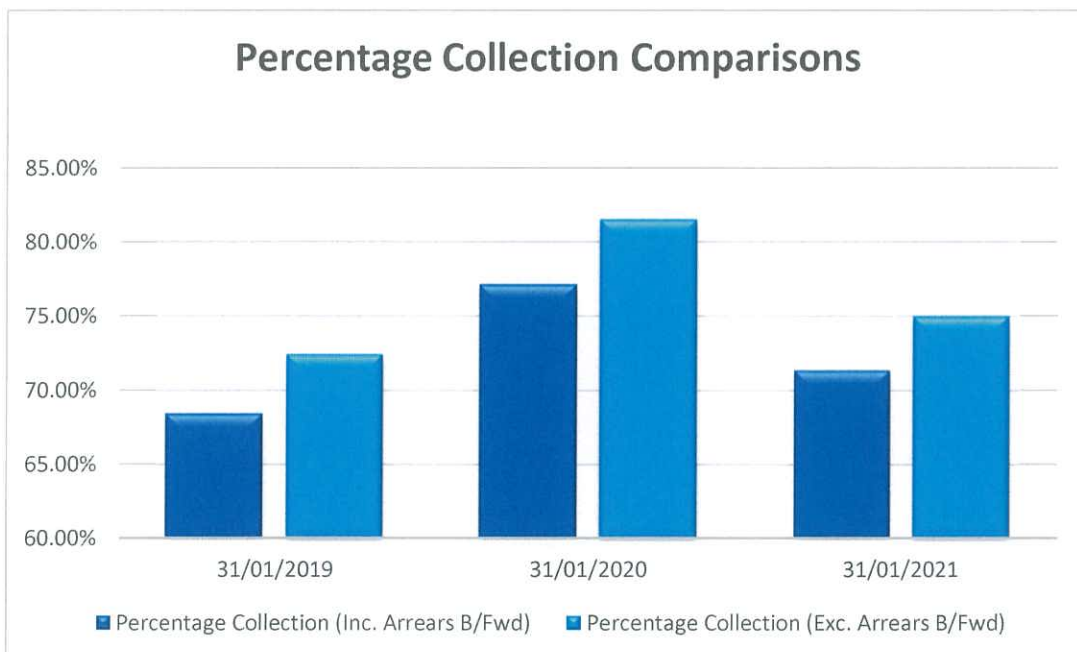
Note: Rates equating to approx 2.5% are not immediately collectable, being validly deferred under the State Governments' Scheme for Pensioner Rates deferrment. ie only 97.5% is collectable.

**** Please note:** figures reported are Rates collections only, excludes ESL and Waste Collection charges.

SHIRE OF DONNYBROOK-BALINGUP

Rates Comparison Statistics as at 31st January 2021

	31/01/2019	31/01/2020	31/01/2021
Arrears Brought Forward	342,409	358,537	340,017
Prepayment of Rates	(55,013)	(66,436)	(79,686)
Billing To Date	4,969,391	5,159,262	5,165,900
Total Raised Inc. Arrears	5,256,787	5,451,363	5,426,231
Less Received To Date	3,598,834	4,204,774	3,872,434
Balance Owed	1,657,953	1,246,589	1,553,797
Percentage Collection (Inc. Arrears B/Fwd)	68.46%	77.13%	71.37%
Percentage Collection (Exc. Arrears B/Fwd)	72.42%	81.50%	74.96%





AGED CARE SERVICES

Oct - Dec 2020

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Executive Summary

The dominant issue over the second quarter of this current financial year related to staffing numbers and turnover of key staff. These issues made for significant challenges in filling shifts.

During the quarter we lost ten (10) staff, or 18.8% of our workforce headcount. The Facility also saw a significant increase in leave for the period with a 4% jump quarter on quarter and a 3% increase in leave taken compared to the same quarter last year.

Resident population continued to be impacted by COVID-19 with a marked drop in pipeline business. Respite care revenue has been higher with the Tuart wing being used for this purpose, however, with reducing staffing levels some residents were sent home prior to the Christmas break to ensure our level of care was maintained with the staff we had available.

A major achievement at the facility this quarter was the successful transition from hospital supplied meals to the preparation and cooking of all meals in house. The feedback from residents and families alike has been extremely positive.

We hired one qualified cook in December 2020 and after significant work in meal planning and the implementing of increased food safety standards, we commenced the supply of meals from our on-site kitchen from 21 December 2020.

Resident Data

Residents

	Oct	Nov	Dec	Year Avg
Permanent Residents	31	32	32	31.66
Occupancy Permanent Residents %	77.5%	80%	80%	79%
Resident Respite Days	102 days	63 days	54 days	73 days

No permanent residents have been admitted to the lodge since November 2020. Admission abilities have been influenced by several factors. Firstly, the presence of COVID-19, and fears associated with being in a residential care facility. Another contributing factor has been the shortage of staff. The recruitment process of care workers is well underway, and the facility is working towards returning to 6 care workers on AM shift, 4 on PM shift and 1 care worker and Supervisor on Night Duty. This will permit an active focus on increasing the occupancy levels and offering respite care.

Gender Diversity (Permanent Residents)

Gender	Oct	%	Nov	%	Dec	%
Male	15	48	15	47	15	48
Female	16	52	17	53	17	54
Totals	31	100	32	100	31	100

Our resident gender balance remains stable. Recruitment efforts in the area of male carers have not been successful to date with still only three (3) of our clinical staff currently male.

Hospital Transfers and Admissions

They were four (4) hospital admission this quarter and all 4 occurred in November.

The four (4) residents required hospital admission due to various clinical concerns.

All the residents sent to hospital in the quarter are now clinically stable.

Allied Health

	Oct	Nov	Dec	Total/Avg
Activities held	41	35	37	113
Activity Participation (Avg.)	13	10	12	11.6
Outings Held	N/A	N/A	N/A	N/A
Outing Participation	N/A	N/A	N/A	N/A
Volunteer Hosted Activities	N/A	N/A	N/A	N/A
Individual 1 on 1 OT Sessions*	177	115	121	413

*These are 15 minute 1 on 1 sessions with residents

Due to the continuing restrictions imposed by the W.A. State of Emergency Declarations, there have been no outings, volunteer activities or groups coming in to Tuia Lodge. The OTA's have managed to keep the residents engaged, happy and entertained with various activities. The residents have been participating in several group activities and the event of the year was the residents first ever rolling Christmas Party which received excellent feedback.

Audits

	Oct	Nov	Dec	Total
Audits Undertaken	2	3	1	6

Audits are conducted using the "Moving On Audit" (MOA) benchmarking program. The audits are completed in house by the team at Tuia. The results are collected by MOA, and the outcomes are compared to standards in an audit report; benchmarked across the sector.

In this quarter, the following audits were required (outstanding audits highlighted):

Oct: Delirium; Hearing Loss

Nov: Feedback, Complaints & Open Disclosure; Pain Management; Maintaining High-Impact and High-Prevalence Risks.

Dec: Continence Management.

Employee Headcount

Tuia Lodge Headcount

	Oct	Nov	Dec
Number of Staff*	56	56	53
Staff Hired	2	2	1
Staff Resigned	3	3	4
Agency FTE	NIL	NIL	NIL
Agency Shifts	NIL	NIL	NIL

*This figure is reflective of the number of persons employed and not of the FTE number engaged under the workforce plan. The number and duration of shifts is generally static or reduced where possible when resident numbers decline.

With the interventions taken due to COVID-19, no agency staff were used at Tuia Lodge this quarter. New staff hired were two RNs, two Support Services, and a Facility Cook.

Resignations were the Manager Clinical Care, one RN, 5 Care Workers, one Support Services, and the reassignment of the Supervisor Hospitality Support Services, to transition role.

Visitors

Residents

	Oct	Nov	Dec	Total
Number of Visits	468	469	583	1520

Tuia Lodge received 1520 visits from family and friends of residents this quarter. These average to approximately 16 visits per day. 3 residents have had more than 100 visits in the quarter. The total number of visits this quarter has increased from 1381 in the previous quarter.

Contractors/Companies

	Oct	Nov	Dec	Total
Visit time	84hrs 25 min	116 hrs	89 hrs 24 min	289 hrs 49 min

Monthly Maintenance

The maintenance recorded includes any work undertaken at Tuia Lodge, Preston Retirement Village, Minninup Cottages, and Langley Villas.

	Oct	Nov	Dec	Total
Maintenance Requests Opened	52	54	22	128
Maintenance Request Closed	39	85	20	144
Preventative Maintenance	4	3	3	10

October: Multiple issues relating to the Aircell mattress machines being damaged; Preston leaks in reticulation. Completed backlog of issues reported at Minninup, Langley and Preston.

November: Units 6, 7, 8, 9, 10, and 11 had their 10-year smoke detector replacement. Additional major leaks in reticulation at Preston Village. Large number of maintenance closure a result of both completion of backlog of external maintenance, and several small issues at Tuia Lodge.

December: The bathroom floor in room 22 at Tuia Lodge had cracked and lifted. Water came underneath. Flooring required to be replaced. Temporary draining of water under vinyl and sealing occurred, pending repairs in January. Quarterly rodent baiting occurred.

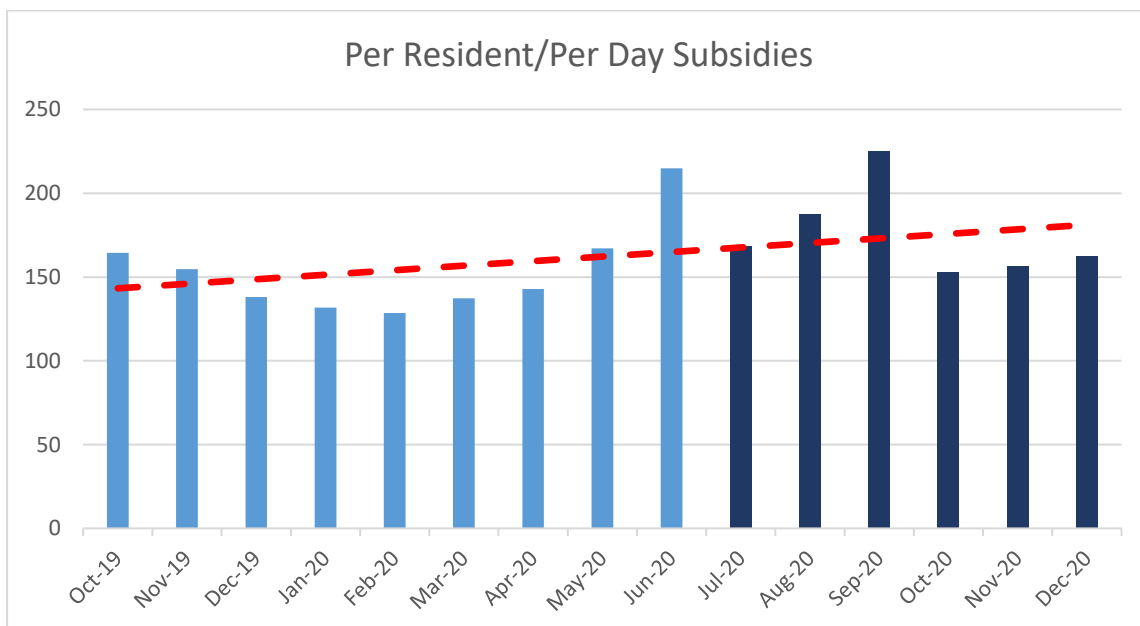
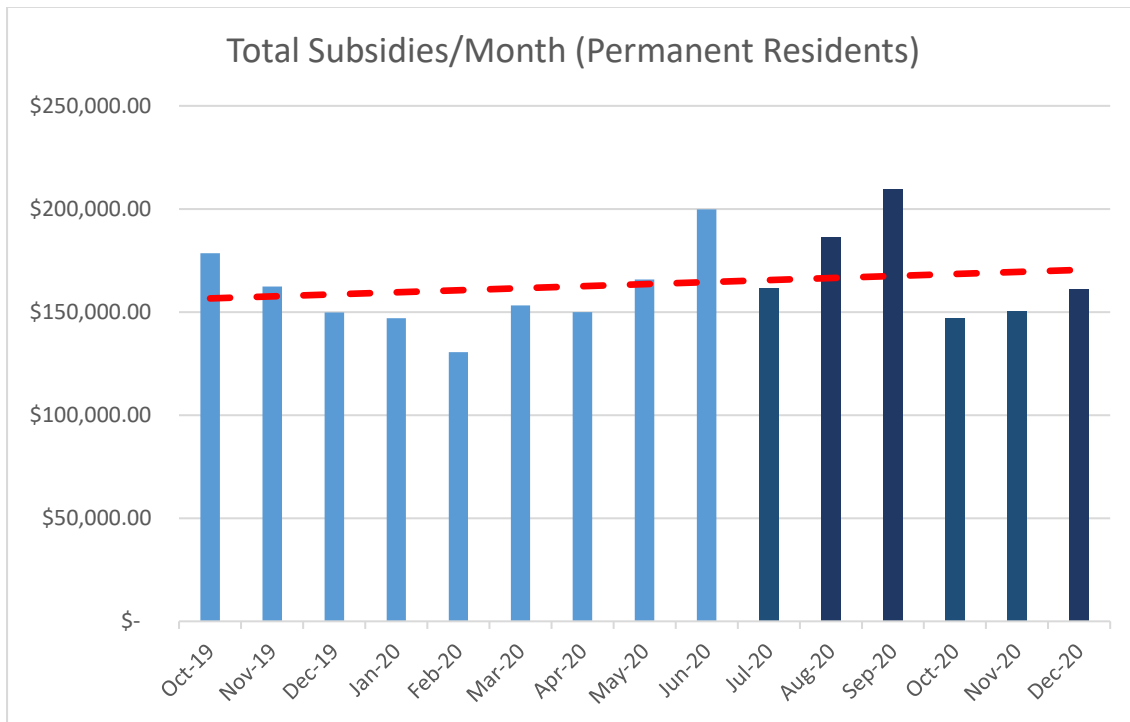
Finance

Below is key financial information for the quarter.

	Oct	Nov	Dec
Gross Subsidies Received	\$208,785	\$157,912	*\$174,858
Less Respite Residents	(\$18,720)	(\$7,444)	(\$13,744)
Less COVID Supplement	(\$42,822.64)	(0)	(0)
Net Subsidies Received	\$147,241	\$150,467	\$161,114
Avg Per Res/Per day (based on perm residents)	\$153.22	\$156.74	\$162.41
Interest on RAD Bonds	\$0	\$2,005	\$2,971
PO's Issued	57	42	49
PO Amount	\$81,221.89	\$63,852.45	\$37,128.06
Basic Daily Care Fees	\$43,837	\$50,995	\$47,711
Means Tested Care Fees	\$9,004	\$11,257	\$18,392
Daily Accom. Payments	\$18,149	\$18,704	\$9,500

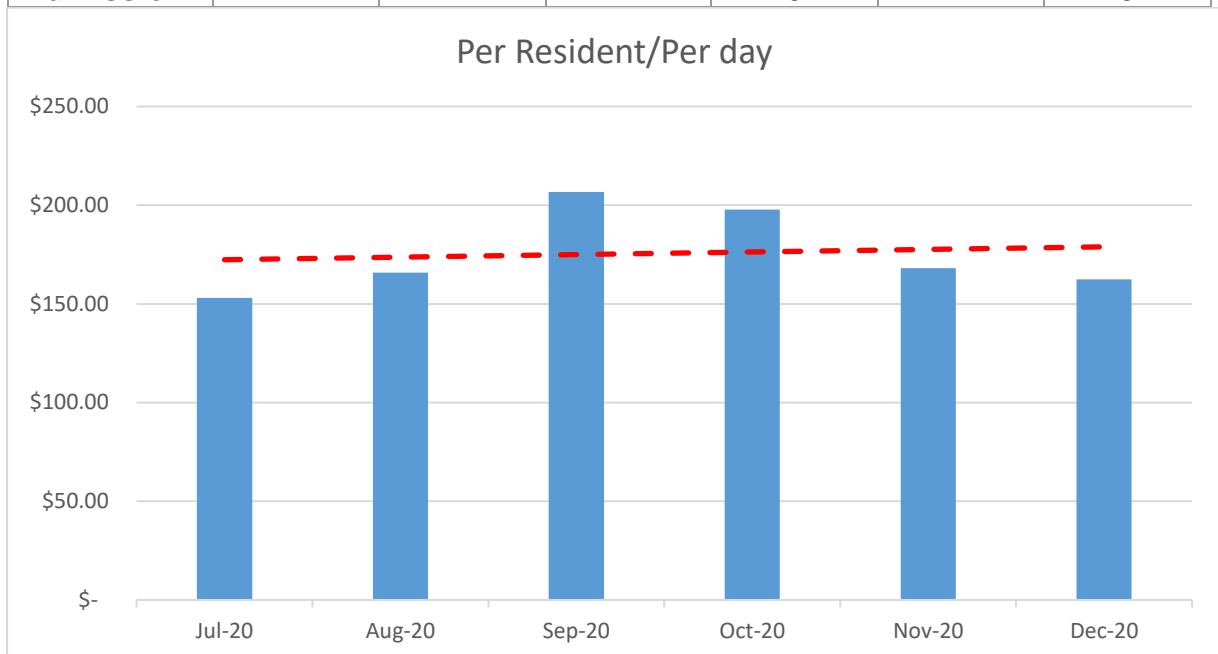
*The subsidies amount received in December has been taken from the payment summary in the Aged Care Portal. This figure did not get received by Tuia in the month of December but has been attributed to that month.

The mean net monthly subsidies received for permanent residents are approximately \$152,941, with the average permanent resident number for the quarter being 31.



Subsidies per resident saw a drop in October, with a steady rise in November and December. This is on a similar trend as last year, showing a dip since October.

	Jul	Aug	Sept	Oct	Nov	Dec
Subsidies Earned	171,200	166,487	173,122	168,394	157,912	174,858
Less Respite	(25,990)	(10,781)	(4,140)	(18,720)	(7,444)	(13,744)
Plus Previous Adjustment	1,891	8,800	23,332	40,390*	10,877	0
Total	147,101	164,506	192,314	190,064	161,345	161,114
# Res	31	32	31	31	32	32
# Days	31	31	30	31	30	31
Per Res/ Per Day	153.07	165.83	206.79	197.78	168.07	162.41
Discharge Admission	(2) 1	0 1	(3) 2	0 0	0 1	0 0



Graphed above a more detailed analysis of the resident per day subsidies for permanent residents received. The number of permanent residents has remained consistent, however, the resident mix has changed. Even with the reduction September only being one resident, the resident mix changed significantly which is reflected in October. October's subsidies then see significant increase as they have had the majority of the COVID-19 payment attributed to it. Each month the department pays an amount in advance based on history and then adjusts to actual in the next month. This graph adjusts those numbers to better reflect the actual flow of monthly subsidies.

*This amount is the majority of the Covid supplement paid to providers and is based on a specific set of factors in relation to each facility.

Cemeteries

	Oct	Nov	Dec	Total
Burial/Interment	3	5	1	9
Masonry Work	4	3	4	11
Enquiries	14	7	10	31
Reservations	5	10	0	15
Grant Renewals	4	1	4	9

The number of burials average at 3 burials/interments a month: with an average of 10 enquiries a month in relation to the cemetery.

A cemeteries project was commenced in late October, with the aim to consolidate all outstanding cemetery data, produce a policy, and a series of procedures and forms for the future operations of the cemeteries. This project is ongoing, to be completed next quarter.



WESTERN AUSTRALIAN
Electoral Commission

LGE 028

SHIRE OF DONNYBROOK BALINGUP RECEIVED
22 DEC 2020
Record No: 100279389
File No: CNL0911
Officer: BGR.
X Ref:
Corresps:
Signed Off:

Mr Ben Rose
Chief Executive Officer
Shire of Donnybrook-Balingup
PO Box 94
DONNYBROOK WA 6239

Dear Mr Rose

Local Government Ordinary Election: 2021

The next local government ordinary elections are being held on 16 October 2021. While this is still some distance in the future, I have enclosed an estimate for your next ordinary election to assist in your 2021/2022 budget preparations.

The estimated cost for the 2021 election if conducted as a postal ballot is \$31,000 inc GST, which has been based on the following assumptions:

- 4450 electors
- response rate of approximately 60%
- 5 vacancies
- count to be conducted at the offices of the Shire of Donnybrook-Balingup
- appointment of a local Returning Officer
- regular Australia Post delivery service to apply for the lodgement of the election packages.

An additional amount of \$890 will be incurred if your Council decides to opt for the Australia Post Priority Service for the lodgement of election packages.

Costs not incorporated in this estimate include:

- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns
- one local government staff member to work in the polling place on election day
- any additional postage rate increase by Australia Post
- any unanticipated costs arising from public health requirements for the COVID-19 pandemic.

164466

The Commission is required by the *Local Government Act* to conduct local government elections on a full cost recovery basis and you should note that this is an estimate only and may vary depending on a range of factors including the cost of materials or number of replies received. The basis for charges is all materials at cost and a margin on staff time only. Should a significant change in this figure become evident prior to or during the election you will be advised as early as possible.

The current procedure required by the Act is that my written agreement has to be obtained before the vote by Council is taken. To facilitate the process, you can take this letter as my agreement to be responsible for the conduct of the ordinary elections in 2021 for the Shire of Donnybrook-Balingup in accordance with section 4.20(4) of the *Local Government Act 1995*, together with any other elections or polls that may also be required. My agreement is subject to the proviso that the Shire of Donnybrook-Balingup also wishes to have the election undertaken by the Western Australian Electoral Commission as a postal election.

In order to achieve this, your council would need to pass the following two motions by absolute majority:

- Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2021 ordinary elections together with any other elections or polls which may be required
- Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

I look forward to conducting this election for the Shire of Donnybrook-Balingup in anticipation of an affirmative vote by Council. If you have any further queries please contact Phil Richards Manager, Election Events on 9214 0400.

Yours sincerely



Robert Kennedy
ELECTORAL COMMISSIONER

16 December 2020



COUNCIL POLICY EX-CP-1 COMMERCIAL LEASE

OBJECTIVE

The purpose of this policy is to provide a consistent, equitable and simple approach to dealing with commercial lease negotiations.

SCOPE

This policy applies to all commercial leases for Shire owned premises.

POLICY STATEMENT

Lease agreements between the Shire of Donnybrook Balingup and a commercial entity will be established in accordance with this policy.

1. Commercial Lease Rent Methodology

Commercial rent will be based on the market valuation (MV) obtained from an independent certified valuer. Rent will be reviewed annually in accordance with the Perth Consumer Price Index adjustments as stated in the lease. At the commencement of this policy rent will be phased in.

1.1. Phasing in

1.1.1. Existing lessee, new lease, MV at least 10% above current rent amount

Where:

- There is an existing lessee at the premises; and
- a new lease is being prepared; and
- the current MV is at least 10% above the current rent amount.

Rent shall increase in equal increments over a three-year period to bring it up to the current MV. After the third year the rent will be reviewed annually in accordance with Consumer Price Index adjustments as stated in the Standard Commercial Lease.

1.1.2. Existing lessee, new lease, MV less than 10% below current rent amount

Where:

- There is an existing lessee at the premises; and
- a new lease is being prepared; and
- the current rent amount is less than 10% below the current MV.

Rent shall increase to the current MV for the first year and will be reviewed annually in accordance with the Perth Consumer Price Index adjustments as stated in the Standard Commercial Lease.

2. Lease Terms

Terms are to be negotiated by the Chief Executive Officer in accordance with current market conditions with a minimum five-year term for the first term.

Leases terms for retail shops will be in accordance with the *Commercial Tenancy (Retail Shops) Act 1985*.

COUNCIL POLICY EX-CP-1

COMMERCIAL LEASE



3. Lease Renewals

Whenever premises become available, an MV will be obtained, and Expressions of Interest will be sought for commercial lessees.

Where there is an existing lessee at the premises and the lease has expired with no further options, an MV will be obtained, and they will be given the first option of renewal for a new lease.

4. Standard Commercial Lease

Any new commercial lease, or renewal of an existing lease, shall be based on the Shire's 'Standard Commercial Lease' incorporating the requirements in this policy.

Any variations to the Standard Community Commercial Lease will be detailed in an Item in the Schedule (Additional Terms and Covenants) of the lease document.

Minor changes, as deemed necessary by the Chief Executive Officer, may be made to the Standard Community Commercial Lease.

5. Costs

Commercial leases will be drafted by the Shire's solicitors, 100% of all legal costs incurred will be paid for by the lessee unless the lease is being prepared for a retail shop in which case the Shire will bear all costs in accordance with section 14B *Commercial Tenancy (Retail Shops) Act 1985*.

The costs of obtaining a market valuation in accordance with section 3.58(3)(a) of the *Local Government Act 1995* for the initial lease rental assessment and during the term of the lease for rent reviews will be split 50:50 between the Shire and lessee.

DEFINITIONS

LEGISLATION

- *Local Government Act 1995*
- *Commercial Tenancy (Retail Shops) Act 1985*
- *Land Administration Act 1997*

Related Policies:	EXE/CP- 4- Document Execution and Application of Common Seal	Related Procedure:	N/A
Responsible Department:	Executive Services	Reviewer:	Corporate Planning & Governance Officer
Initial Adoption Date:		Review Frequency:	Tri
Review Version		Next Due:	2022
[Link to saved doc in PDF]	Decision Reference:	Synopsis:	
Date Live:		Synergy #	

RETURNED AND SERVICES LEAGUE OF AUSTRALIA



W.A. Branch (Incorporated)
Sub – Branch Donnybrook

1 Bentley St, Donnybrook 6230
PO Box 446 Donnybrook, 62369
Email: dbkrs1919@outlook.com
Abn: 59 263 172 184



Mr Ben Rose
Chief Executive Officer
Shire of Donnybrook Balingup
PO Box 94
Donnybrook WA 6239

9th November 2020

Dear Ben

I refer to my letter dated the 14th September, 2017, regarding a proposal involving an Avenue of Trees and Recreation area in the disused caravan park, South West Highway Donnybrook.

I also refer to two further letters (which I have included), concerning this same venture, one dated the 25th of January 1999 to Mr Damian Dixon and the other dated the 4th April 2000 to Mr Brian Coulton regarding this same project.

I must express my disappointment, following my proposal in detail that was presented to the Shire meeting held at the Yabberup hall, some time past, that we did not receive any communication regarding our request.

I feel this plan had merit for the Shire of Donnybrook, to show it's support to our brave men and women who fought and died for this great country. The proposal also showed great vision in encouraging caravaners and visitors to pause and enjoy what this town has to offer.

As there has been no consultation in any form since this meeting, I feel this proposal and ideas has been put in the too hard basket and ignored.

Twenty years have passed since previous attempts for the Avenue of Trees proposal to receive recognition from the Shire, but the old caravan park site still lays dormant with no sign of being used for any other purpose.

Being totally ignored does not encourage any person in our Shire to come up with future ideas to improve our town for the years to come.

Hoping for a more positive response following this letter.

Regards

[Handwritten signature of Ric Evans]

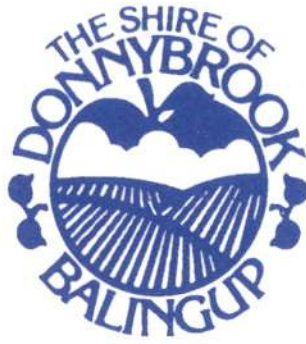
Ric Evans

SHIRE OF DONNYBROOK BALINGUP RECEIVED 10 NOV 2020 Record No: 100R78628 File No: RES016 A3326 Officer: BGR X Ref: 100R61889 Corresps: Signed Off:

Ric Evans
President,
Mob: 0427 319 788

Julie King
Secretary
Mob: 0428 878 875

Geoff Box
Treasurer,
Ph: 9731 2757



Your Ref:
Our Ref: CNL 17
Enquiries: Simon Hawkins

All Communications to be
addressed to the
Chief Executive Officer
P.O. Box 94
Donnybrook, W.A. 6239
Telephone: (08) 9731 1106
Facsimile: (08) 9731 1677
Email: shdbkbln@highway1.com.au

Damian Dixon
Donnybrook RSL
PO Box 446
DONNYBROOK WA 6239

Proposed Development of the Old Caravan Park Site

Dear Damian,

Thank you for your letter dated 25 January 1999 regarding the proposed development of the old caravan park site.

Please be advised that Council at its May 1999 round of Council meetings resolved the following:

That Council supports the proposed informal rest point/information sign, PlayGroup Facility and RSL memorial plantings. That the Town Planner contact Westrail over the proposal to determine exact nature of the issues. Upon receipt of information the Town Planner meet with all parties to prepare a concept plan for the old caravan park site.

Should you have any further queries, please do not hesitate in contacting me on 9731 1106.

Yours faithfully

Simon Hawkins
Manager for Planning

4 June 1999



*Fuchsia
Greenwillow*



Your Ref:

Our Ref: CSV 02

Enquiries: John Attwood

All Communications to be
addressed to the
Chief Executive Officer

P.O. Box 94
Donnybrook, W.A. 6239

Telephone: (08) 9731 1106

Facsimile: (08) 9731 1677

Email: shdbkbln@highway1.com.au

Mr B C Coulton
Secretary
Donnybrook RSL
PO Box 446
DONNYBROOK WA 6239

Dear Mr Coulton

Avenue of Remembrance

Thank you for your letter of 4 April 2000 seeking an update of an avenue of trees to commemorate our comrades who fell in battle.

Council has been waiting patiently for Main Roads Western Australia to finalise roadworks proposed on the South Western Highway south of the Donnybrook townsite. Preliminary plans have now been drawn up, however it is unlikely that there will be sufficient land either side of the highway to accommodate an avenue of trees.

Council resolved at its meeting held on 19 April 2000 to consider the Avenue of Remembrance when finalising the future use of the former Donnybrook caravan park site. It is anticipated this will be completed prior to December 2000.

Yours faithfully


John Attwood
Chief Executive Officer

27 April 2000





18 November 2020

Mr Ric Evans
President
Returned and Services League of Australia
Sub-Branch Donnybrook
PO Box 446
DONNYBROOK WA 6239

Dear Ric

Much thanks for your correspondence to me dated 9 November 2020. I would like to firstly apologise for the lack of response to your previous correspondence and presentation to the Council at the Ordinary Meeting in Yabberup – I was of the understanding that Shire staff had followed-up with you on the matter.

The 'old caravan park site' on South Western Highway, Donnybrook, holds long-term strategic value for the Shire and community and, whilst I support the concept of an Avenue of Honour (such as in Balingup), I do not consider this the highest and best use for this strategic site.

Whilst I can provide you with my opinion and recommendation on this matter as the Shire's Chief Executive Officer, as I have in this letter, if you would like the matter specifically considered by the Council, please advise me via reply correspondence.

Regards

A handwritten signature in blue ink, appearing to read "Ben Rose".

Benjamin (Ben) Rose

CHIEF EXECUTIVE OFFICER

RETURNED AND SERVICES LEAGUE OF AUSTRALIA



W.A. Branch (Incorporated)
Sub – Branch Donnybrook

1 Bentley St, Donnybrook 6230
PO Box 446 Donnybrook, 62369
Email: dbkrs11919@outlook.com
Abn: 59 263 172 184



Dear Ben.

28th December 2020

Thank you for your recent correspondence regarding the proposed avenue of trees in the disused old caravan park site on South Western highway Donnybrook.

After further consultation at our last committee meeting, it was decided to pursue this project with the future of Donnybrook in mind.

The committee past a yes vote for further discussion of the proposal at the next council meeting please.

The idea to plant trees and develop this area could also include an information board highlighting the areas of interest for our visitors to the shire to inform people what our town has to offer.

The trees to be planted could be of a more manageable picturesque type, therefore requiring less maintenance and enhancing this otherwise barren site.

For the benefit of the newer shire councilors this project has been ongoing since 1999 with no final decision being reached.

A final decision on this matter would be appreciated by all concerned.

I will cc the correspondence to date to the other councilors to ensure they are up to date with all the details.

Regards

Ric Evans
President
Donnybrook RSL

Ric Evans
President,
Mob: 0427 319 788

Julie King
Secretary
Mob: 0428 878 875

Geoff Box
Treasurer,
Ph: 9731 2757



COMPLAINT FORM

ALLEGED CODE OF CONDUCT BREACH OF COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

Schedule 1, Division 3 of the *Local Government (Model Code of Conduct) Regulations 2021*

NOTE TO THE PERSON MAKING THE COMPLAINT:

This form should be completed, dated, and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach. A Complaint about an alleged breach must be made -

- (a) *In writing in the form approved by the local government; and*
- (b) *To an authorised person; and*
- (c) ***Within one month after the occurrence of the alleged breach.***

The signed form is to be forwarded to: Chief Executive Officer, Shire of Donnybrook Balingup, PO Box 94, Donnybrook WA, 6239 or emailed to shire@donnybrook.wa.gov.au

Complainant's Details (Details of person making the complaint)

Given Name:		Surname:	
Postal Address:			
		Postcode:	
Phone Number:			
Email:			
Complainant's Signature:		Date:	

Complaint Details

Name of Local Government:	Shire of Donnybrook Balingup
Name of council member, committee member, candidate alleged to have committed the breach:	
State the full details of the alleged breach. Attach any supporting evidence to your complaint form:	

--

Have you attached any supporting evidence to your complaint?	Yes <input type="checkbox"/> No <input type="checkbox"/>
---	--

Date of alleged breach:	
--------------------------------	--

Authorised Complaints Officer

Officer's Name:	
------------------------	--

Officer's Signature:		Date Received:	
-----------------------------	--	-----------------------	--

Corporate Planning and Governance Officer to complete

Recorded in Synergy:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Record No.	
-----------------------------	--	-------------------	--

Recorded in Complaints Register:	Yes <input type="checkbox"/> No <input type="checkbox"/>
---	--